

Kentucky Incident Management Team Qualifications System and Guide

**A qualification system guide
For
State-Credentialed
Incident Management Team
Personnel**



JULY 2015

This *Guide* was developed based on the critical work accomplished by the All Hazard's Incident Management Team Association's (AHIMTA) Incident Management Working Group which evolved into the Incident Management Support Team. That work was then adapted by a committee whose members represented the states of Colorado, Utah, North Dakota, and Montana. Committee members received vital support from FEMA Region VIII. The work was then further adapted by the All-Hazards Incident Management Teams Association's Credentialing Committee for national application.

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Instructions for revisions and lifespan

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2	Adopt AHIMTA updates to endorsement sections and position descriptions and remove “certify” and “certifying” from the document and replace with “credential” and “credentialing” respectively

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I. Background

The National Incident Management System (NIMS) is the system adopted across the United States for managing emergency preparedness, response, mitigation, and recovery efforts, especially for those emergencies where multiple jurisdictions are involved or interstate mutual aid is required.

The Kentucky Incident Management Team Qualifications System and Guide (referred in future references as the *Guide*) is an adaption of the AHIMTA Interstate Incident Management Team Qualifications System (IIMTQS) guideline and integrates best practices adapted from NIMS sources as well as the tried and proven history the National Wildfire Coordinating Group (NWCG) has had with managing an incident qualification system. The *Guide* is a comprehensive framework of guidelines and procedures for developing, implementing, and managing an Incident Command System (ICS) qualifications process. Jurisdictions or organizations can use this *Guide* to implement a system to develop the qualifications of personnel to meet the position qualifications contained in the Incident Command Position Description (ICPD) document series. However, the primary intent of this document is to establish the guidelines for an interstate incident management team credentialing system.

Credentialing is essential to the emergency management community in that it ensures and validates the identity and attributes (e.g., affiliations, qualifications, or privileges) of individuals through standards of capability and performance. Having established standards allows the community to plan for, request, and have confidence in resources deployed from other jurisdictions for emergency assistance. Credentialing ensures that personnel resources match requests and supports effective management of those deployed personnel. The process for attaining and documenting qualifications is an important component of credentialing personnel.

II. Objectives of this *Guide*

- Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing an IMT qualification process.
- Establish a set of qualification criteria and a supporting system adopted by the Commonwealth of Kentucky.
- Establish minimum training and qualification standards for positions associated with All-Hazards Incident Management Teams.
- Eliminate redundancy and unnecessary requirements.
- Retain the core principle of a performance-based qualification system similar to that which is established by, implemented in, and time-tested by the National Wildfire Coordinating Group qualification system.
- Emphasize the development of position-critical skills within the context of actual or simulated incidents and events where classroom training is the foundation for these skills.
- Provide for qualification through a Recognition of Prior Learning (RPL) process.

III. Definitions and Key Terms

All-Hazards Incident Management Team (AHIMT): Types 1, 2, and 3

A Multiagency/Multijurisdictional Team available for complex and extended time incidents formed and managed at the State, Regional, Tribal or Metropolitan level. An AHIMT is deployed as team of trained & qualified personnel to manage major and/or complex incidents requiring a significant number of local, state, regional resources, and has extend into multiple operational periods and require a written Incident Action Plan (IAP). All-Hazards IMTs consists of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel may have a background in many disciplines which may include: fire, rescue, emergency medical, hazardous materials, law enforcement, public health and public works, emergency management and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/Finance, as well as Safety, Public Information, and Liaison. Other ICS positions defined as Unit Leaders, Managers and Technical Specialist may also accompany a team. Teams are typed at different levels according to their capability to handle different levels of incident complexity. The complexity of an incident may be used to help determine the type (3, 2, or 1) of IMT that may be requested. (See Incident Complexity)

- **Type 4 All-Hazards IMT** – As defined and authorized by the SQRC.
- **Type 5 All-Hazards IMT** – As defined and authorized by the SQRC.
- **Type 3 All-Hazards IMT**– Provides trained and qualified personnel in the Command and General Staff (C & G) and key Unit Leader positions. The team may manage the incident for the local jurisdiction when given a Delegation of Authority by the incident's jurisdiction Chief Elected Official or Agency Administrator or could integrate into local command structure as needed. This team may manage up to 250 incident personnel.
- **Type 2 and 1 IMT** – This *Guide* is intended to set some minimal standards for the Type 2 and 1 ICS positions and thus the basic components of Type 2 and 1 IMTs. The Type 2 teams typically manage up to 500 incident personnel. The Type 1 teams typically manage incidents that have more than 500 incident personnel including a complex aviation operation.
- (Note: *Currently the Type 1 or Type 2 federally sponsored NWCG teams are not available for deployment by Emergency Management Assistance Compact (EMAC) authority but rather are limited to deployments to all-hazards incidents within the current*

federal Mobilization system. An example is a Stafford Act declaration.

- **IMT (Incident Management Team) compared to IMAT (Incident Management Assistance Team)** - IMT's manage incidents in the field while providing command and control along with support for an incident. In contrast IMAT's are used to support State and Local Emergency Operations Centers (EOC's) providing coordination and logistical support for the IMT's operating on the incident sites. It should be noted that individuals trained in ICS positions and meet the requirements of this *Guide* may perform on an IMAT although the roles and responsibilities are clearly different.

Authority Having Jurisdiction

The Authority Having Jurisdiction (AHJ) is defined as an organization, office, or individual having statutory responsibility for enforcing the requirements of a code or standard or for approving equipment, materials, and installation or a procedure. For the specific purposes of this *Guide*, the relevant AHJ is the State. Other references to AHJ will note a qualifier such as "local" AHJ, if necessary.

Credentialing

Credentialing of personnel ensures personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

Coach/Trainer

A Coach/Trainer is an individual that provides instructions and mentoring to a Trainee, whether in the classroom, on the job, planned event, or on an incident. The Coach/Trainer must be qualified in the position they are coaching or supervise that position in the ICS system. The coach should not perform the duties of the Evaluator at the same time so the integrity of the qualifications system is preserved.

Core Competencies

When a single PTB is used for multiple positions the core competencies are competencies that are common to all the positions identified in the PTB and only need to be performed once. If more than one position is to be evaluated using a single PTB, the position specific competencies for each position may be evaluated in any order or at any time. It is recommended that one position be completed before a second position is started.

Currency

Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once every five (5) years on a qualifying

incident, event, or exercise (See Sections VII & VIII).

Endorsements

Knowledge and skills that have been identified and demonstrated as needed for disciplines at an incident, i.e., hazardous materials, wildfire, etc. In most cases these situations may be solved through the recruitment and use of Technical Specialists. There may be, however, situations where an industry association, governmental organization or group, professional or discipline specific non-profit, or State identifies the need to add discipline- or hazard-specific requirements over and above the criteria found in the KIMTQS Job Titles. Should this requirement be needed “endorsements” of those discipline- or hazard-specific requirements will be applied to an individual’s qualification credentials. Endorsement criteria will primarily be applied to the Operations and Safety functions.

Direct Entry

The Interstate Incident Management Team Qualification System does allow “direct entry” at some of the Type 3 Incident Management Team (IMT) positions without previously obtaining subordinate ICS position qualifications. (Direct Entry is detailed in Section XV.)

Emergency Management Assistance Compact (EMAC)

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack. This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods.

Evaluator

An Evaluator is an individual that is responsible for evaluating a Trainee using a position task book (PTB). The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises that position in the ICS.

Federal Agency Incident Qualification Systems

The following federal agencies are involved in incident management and response and have a qualifications system:

- Department of Interior, Incident Position Qualifications Guide (IPQG)
- FEMA, Qualification System Guide

- USDA, Forest Service, Fire and Aviation Qualification Guide
- National Wildfire Coordinating Group, Wildland Fire Qualifications System Guide 310-1
- U. S. Coast Guard, Performance Qualifications Standard Guide (PQS)

Final Evaluator

The Evaluator who is signing the verification statement at the front of the PTB after all tasks have been completed and is recommending the trainee for credentialing. The Final Evaluator must be qualified and proficient in the position being evaluated.

Note: (For a more detailed description see Section VIII, Coach/Trainer & Evaluator in the position task book Administration section below)

Hazardous Materials Training

Various levels of hazardous materials training are defined by OSHA and are required training for incident responders. Definitions of the levels are defined in Section VII, Components of the Qualification System, and requirements for individual responders are in Section XV, Position Descriptions.

Historical Recognition

The Historical Recognition qualification process that is present in other qualification systems has been replaced in this *Guide* with a Recognition of Prior Learning (RPL) process.

Incident Command System (ICS)

Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources:
 - ICS is flexible and can be used for incidents of any type, scope and complexity.
 - ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

Incident Command Position Description (ICPD)/Qualification Tables

ICPD is a series of tables containing the specific criteria for each position. The tables are the guides for determining what Training, Experience, Physical/Medical Fitness, and Currency are necessary for an individual to be considered qualified in that position. See Section XV.

Incident Complexity

Incidents are classified based on the level of difficulty, severity, or resistance to other agencies' participation in the incident. This classification points to difficulties incident management personnel face while managing an incident or event to a successful and safe conclusion. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. (See Section *XII. Incident Complexity* and *Appendix A; Incident Complexity Analysis Chart* for more information on incident complexity.)

Incident Training Specialist

An individual assigned to an incident (in the Planning Section) to identify evaluation opportunities, assist Trainees, Coaches/Trainers and Evaluators with proper documentation, conduct progress reviews and answer questions as needed. The Training Specialist ensures Trainees have a qualified Coach/Trainer or Evaluator that can make accurate and honest appraisal of the trainee's performance.

Kentucky Incident Management Team Qualification System (KIMTQS)

A system for qualifying personnel in ICS positions associated with Type 3, 2, and 1 Incident Management Teams and certified for mobilization across State borders. The KIMTQS includes this *Guide*, position task books, and qualification criteria.

National Wildfire Coordinating Group (NWCG)

The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Physical Fitness

Responders are required to be physically fit to respond to incidents. Local units or agencies having jurisdiction are responsible to establish standards and monitor responder fitness. Fitness levels are broken in the categories of Arduous, Moderate, or Light, and are defined in Section VIII, Qualification Process. Individual requirements of responder fitness levels are found in Section XV, Position Descriptions.

Position Performance Assignment (also called a "Trainee Assignment")

(In contrast see Shadow assignment.) An assignment of an individual on an incident or qualifying exercise that is working as a trainee with an open Position Task Book in the position

the individual is working towards credentialing. The Trainee **is being actively trained or coached** by a Coach/Evaluator in a position during an assignment or **is actually performing** the task under the supervision of a qualified individual while completing the task identified in the position task book and being evaluated for the required experience to become certified. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a position performance assignment (Refer to Section VIII, Step 2 for a more detailed description of Coach/Evaluator).

Position Task Book (PTB)

The PTB may serve initially as the “lesson plan” for a trainee’s on-the-job or experiential training. As the trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainees’ performance. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be qualified by the Trainee’s local AHJ. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident.

Position Task Book Initiation

A Trainee must meet prerequisites before the next level PTB can be initiated. Typically the only requirement for PTB initiation may be meeting lower level ICS position qualifications. Required training can often be completed at any time – before or after a PTB has been initiated. A Trainee cannot be assigned to an incident unless they are designated as a Trainee on their Incident Qualification Card or other agency proof of credentialing.

Prerequisite Training

Training an individual must complete before they can be certified in a position (Training may be completed before a PTB is initiated or during the PTB evaluation process).

Prerequisite Qualification

Required Qualification(s) an individual must have before a PTB can be initiated.

Qualifying Exercise

An exercise or simulation meeting the requirements contained in Section *XIII, Qualifying Incident, Event, and Exercise Guidelines*. Personnel filling incident management positions during an exercise meeting the requirements of a Qualifying Exercise may be able to use the exercise opportunity to complete tasks in their Position Task Books or meet currency requirement to maintain qualification. It is recommended that AHJ’s that sponsor these

exercises consider using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event

An incident or event that the AHJ determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. (Section XIII. *Qualifying Incident, Event, and Exercise Guidelines*)

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a performance-based evaluation process to assess an individual's prior experiences and training to determine competency in a position. This is based on the premise that the candidate has already performed the job, or performed in a position very similar to the one desired. RPL is the process where an individual provides documentation of their experiences, training, and knowledge and is then confirmed with an interview panel consisting of members certified in the positions they are evaluating.

Recognized Prior Learning Peer Review Committee (RPLPR)

The PRC consists of three (3) to four (4) people that have been certified and worked in the position being reviewed. At least one person should be provided as the RPLPR Facilitator to assure that review members are trained and qualified. The facilitator is the “gate keeper” to assure that committee asks appropriate questions and is the subject matter expert (SME) in the RPL process. All must be trained in the RPL process. It is desirable that the members are not from the same agency to assure impartiality. (See Section X – RPL for further information)

Recommended Training

Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation which may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training. This is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the PTB.

Recommending Official

The Recommending Official is the individual from the Trainee's sponsoring organization who is recommending the candidate be certified and has the support of the sponsoring organization and is confirming the trainee's completion of the position requirements. The recommendation is made

to the State Qualification Review Committee (SQRC).

Shadow Opportunity

(In contrast see Trainee or Position Performance assignment) An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience and knowledge in an IMT operation or position specific operation. The individual is **not performing** thus is not accomplishing any work towards completion of a position task book.

State Credentialing Official

The State Qualification Review Committee (SQRC) has the authority for reviewing, and evaluating documentation, and confirming the completion of relevant position requirements, and determining if the trainee should be granted credentialing (see Credentialing). The SQRC may delegate responsibility for credentialing to the State Credentialing Official.

State Credentialing Official

The State Credentialing Official is delegated by the State to sign and issue individual Incident Qualification Cards or other credentials after approval of the State Qualification Review Committee (SQRC) and maintain records what qualifications the employees in that organization hold.

State Qualification Review Committee (SQRC)

The SQRC's purpose is to enhance the professional credibility of the position qualifications earned through the KIMTQS process. The SQRC should be multi-agency, multi-disciplinary, and multi-jurisdictional in its composition. This inclusive approach reduces the potential for occurrences of, or even perceptions of favoritism and unequal treatment of individuals during the qualifications process. The SQRC reviews and makes a final recommendation that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position. *The SQRC may defer to the RPL Peer Review Committee.*

Task Code

A code used in the PTB, is associated with the situation where the task may be completed. The situations range from actual on-incident experience to qualifying training exercises to related daily job tasks. The task codes and associated situations are defined in Section VIII.

Trainee (The Individual)

An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for an ICS position is credentialed as a Trainee in that position once prerequisites are met and the position task book (PTB) has been initiated. A Trainee is eligible for formal, on-the-job

training.

Training Officer

Within the context of this document, the Training Officer is the person who is monitoring the training and qualifications of individuals who are pursuing qualification or are fully qualified. The Training Officer may be from the Employing/Sponsoring Organization or from another agency or organization that has been delegated authority to provide the administrative management of the individual's training and qualifications records.

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IV. Guidance

The Commonwealth has the overall responsibility to develop, implement, and maintain qualification processes sufficient to assure the standards described herein are met by individuals who are qualified within the KIMTQS.

There are a number of oversight and supervisory roles that different individuals play in the training, coaching, performance evaluation, documentation review, credentialing, and credentialing of a position candidate. For a qualification system to operate with integrity, it is of the utmost importance that each individual fulfill the responsibilities inherent in each of these oversight roles. No amount of guidance, qualification criteria, or rules put into a qualifications guide book, no matter how well-crafted and precise, can compensate for a lack of due diligence by each of these key players. Overseeing individuals have the responsibility to make thoughtful and measured decisions regarding the readiness of the specific position candidate to advance on to the next phase in the training and development continuum; and ultimately, make a qualification determination. Fulfilling that responsibility can potentially override a decision where otherwise the candidate appears to be fully meeting the Kentucky Incident Management Team Qualification System (KIMTQS) required criteria.

The signatories to this guide have agreed that successful performance of the tasks in the position task book (PTB) is *the* definitive component of this performance-based qualification system. As the core of the KIMTQS, evaluation of a Trainee's performance of the PTB competencies is to be rigorously applied – whether through traditional Trainee assignments or through a Recognition of Prior Learning process. The criteria outlined in the Incident Command Position Description (ICPD) Qualification Tables are considered *minimum* personnel qualifications – however there is relative flexibility built in to meet some of the criteria. Though the adaptation of this *Guide's* qualification processes and procedures may vary from State to State, all personnel credentialed in this system must have demonstrated satisfactory performance in the relevant ICS position to become qualified.

PTB's as part of the KIMTQS currently include the Command and General Staff positions for Type 3 teams. Not all Type 1 or 2 C & G, Unit Leader and subordinate positions are available in the all-hazards format and will be available in the future.

Parallel Incident Command qualification systems are recognized by this qualification *Guide*. For most positions nationally recognized PTBs and qualifications will be recognized but may require

minimal additional requirements in this Interstate Incident Management Team Qualification System.

An individual who is qualified or is in the process of qualifying for a position under NWCG guidelines (identified in the PMS 310-1 *Wildland Fire Qualification System Guide*) may continue to use those standards. The individual may submit documentation as required by the respective State's qualification system for review and possible approval for reciprocal qualification. However, the outcome of review could also include the completion of additional criteria not required in the NWCG system. Additional requirements may consist of meeting additional qualification criteria delineated in the Incident Command Position Description tables.

V. Scope

This *Guide* serves as a qualifications guideline for Incident Management Teams (IMTs) positions at the Type 3, 2, and 1 for all-hazards incidents and planned events where IMT resources are mobilized across State borders – the Interstate Incident Management Team Qualification System (IIMTQS). The primary mechanism for deployment across State borders is the Emergency Management Assistance Compact (EMAC). State to State Compacts may also be utilized, as necessary.

The *Guide* is intended to provide a process to train and qualify personnel for use by the Commonwealth.

The *Guide* recognizes that specific disciplines may have established standards such as PMS 310-1 *Wildland Fire Qualification System Guide*. These other established standards are intended to be used in conjunction with this *Guide* through use of “endorsements” for specific disciplines in Operations and Safety related positions (example Operations Chief - Hazmat). This will require integration and coordination with appropriate stakeholder organizations. See Technical Specialists and Endorsements in Section XV.

This *Guide* provides consistency through the use of best practices, minimum standards and outlines the common goal.

The *Guide* does not affect, displace, or invalidate any local authority to establish or maintain local qualification standards and processes. The *Guide* is an aggregate of national qualification guidance and proven best practices. It may be adapted for more general use in a comprehensive incident qualifications system. Although this *Guide* is written for interstate use, each State is also

encouraged to adopt this *Guide* to qualify personnel for mobilization across local jurisdiction boundaries within the State. States should consider facilitating the use of the principles within this *Guide* by local AHJs that qualify incident management personnel locally at the Type 4 level. Though the general principles remain the same, it is beyond the scope of this *Guide* to set out the specific qualification criteria for all ICS positions in the all-hazards domain.

A local AHJ may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within the local jurisdiction. However, any local AHJ that does so should recognize that it must not require those additional or more restrictive standards when requesting IMT assistance from any other jurisdiction.

VI. Qualification Process Overview

Qualification is based on completing all the criteria set out in the Incident Command Position Description (ICPD) qualification tables which include training, experience, currency, and physical/medical fitness factors.

The KIMTQS qualification process is a performance-based system. Of prime importance, within this system, is that the Trainee demonstrates successful performance, as assessed by a qualified evaluator(s), of tasks in the Position task book (PTB) on qualifying incidents, events, job activities, qualifying exercises, and/or classroom activities as permitted in the PTB.

Alternatively, position core competencies can be demonstrated thru Recognized Prior Learning (described in Section X).

Completion of the PTB provides a method to document satisfactory performance of the critical tasks to safely and successfully perform in the position as observed by a qualified evaluator over the course of two or more qualifying incidents, events, job activities, or qualifying exercises.

The performance-based approach differs from systems that are solely training based. Training based systems use the successful completion of training courses as the primary criterion for qualification. A performance-based approach focuses on a candidate's actual performance of functional tasks as observed by qualified evaluators.

VII. Components of the Qualifications System

The Incident Command Position Description (ICPD) Qualifications Tables are the reference for recommending what Training, Experience, Physical/Medical Fitness, and Currency, are required for an individual to be qualified. NOTE: An alternative pathway to qualification is provided for individuals who have gained relevant knowledge, skills, and abilities through training and experience in other qualification systems or walks of life. (See Section X. *Recognition of Prior Learning*).

Training

Instruction and/or activities that enhance an individual's core knowledge, increase their skill set and proficiency as well as strengthen and augment abilities to perform tasks identified in the Position Task Book (PTB). States that are signatory to this *Guide*, recognize that didactic training is an important component to adequate development of personnel to competently perform the duties of Incident Management Team (IMT) positions. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation. This *Guide* and the Incident Command Position Description (ICPD) Qualifications Tables identify required and recommended training for position qualification.

NIMS Training

Some of the training identified in the ICPD tables is required to be NIMS-compliant.

Position-Specific Training

Position-specific training courses are required to sufficiently prepare candidates for IMT positions. Some of the training courses listed in the ICPD tables are the most common or well-known course but have equivalent training options which can be completed to meet the criteria (See Equivalent Training below).

Incident Management Team Training

Team training is required for Type 5, 4 and 3 Command and General Staff (C & G) positions. The complexity of Type 5, 4, and 3 Incidents compels a high-level of coordination and collaboration between C & G members to arrive at and develop effective decisions such as those provided through a combination of drills, tabletops, functional and full scale exercises.

Emergency Operations Center and Incident Management Team Interface Training

All-Hazards Incident Management Teams members must understand the role of the Emergency Operations Center (EOC) and be effective in their interactions with that coordination entity. It is important to note that experience filling an ICS position (e.g. Planning Section Chief) in only the coordination role of an EOC is not sufficient experience to fully ready an individual for filling an ICS position on an AHIMT. An individual pursuing qualification for an IMT position must, at a minimum, have completed at least one position performance assignment as a member of an IMT which is providing on-site command and control. Advanced training on EOC/IMT interface is required.

Recommended Training which Supports Development of Knowledge and Skills

Additional training which supports development of knowledge and skills are training courses or job aids that can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a PTB are provided in the identified courses, but may also be acquired in a variety of ways, including on-the-job training, work experience, and identified formal training as determined by one's own agency.

An individual must have an opportunity to acquire the knowledge and skills required to perform the tasks of a position before accepting a position performance assignment. It is the responsibility of the individual agency to ensure that each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

Leadership Training

The authors of this *Guide* recognize the critical nature leadership skills play in the safe and effective management of emergency incidents. Also, it is important to note that there are leadership tasks in all position task books. Leadership training is highly recommended to fully prepare an individual for position performance assignments.

Hazardous Materials Training

Occupational Safety and Health Administration (OSHA) 1910.120 Haz-mat training, or National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (Haz-mat) Incidents or equivalent.

- First responder awareness level **OSHA 1910.120(q)(6)(i)**

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release

- First responder operations level **OSHA 1910.120(q)(6)(ii)**

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures

- Hazardous materials technician **OSHA 1910.120(q)(6)(iii)**

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least 24 hours of training

- Hazardous materials specialist **OSHA 1910.120(q)(6)(iv)**

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level

- On scene incident commander **OSHA 1910.120(q)(6)(v)**

Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level

Equivalent Training – Courses and Exercises

In terms of this *Guide*, awarding equivalency is a State-specific responsibility. Only the SQRC has the authority to ascertain a Trainee meets Incident Command Position Description (ICPD) Qualification Tables training requirements when alternative training offerings are used. The SQRC, as authorized by KYEM, will set guidelines for equivalency determination and may grant credit for training they deem equivalent.

The KYEM State Training Officer (STO) should be involved with determinations of course equivalency and should, at a minimum approve:

- The methodology to be used in determining equivalency
- The personnel who will analyze a course for equivalency

When making a training equivalency determination the SQRC should consider, at a minimum:

- The equivalent training provides like learning and performance objectives that are adequate to reasonably assure a position candidate who completes the training will be successful as a Trainee.
- The same minimum instructor qualifications required for the Incident Command Position Description (ICPD) Qualifications Tables listed course apply to the equivalent training.

Some training courses may be determined to be equivalent to two or more separate courses. Examples of this already exist in incident management training. For instance the US Forest Service has determined that Mission-Centered Solutions' course Intent into Action is equivalent to both S-420 Command and General Staff and L-480 Incident Management Team Leadership.

It is acceptable for training, including equivalent training, to be given in separate modules or units over a period time with intervening days, weeks, or even months.

As indicated in the ICPD, some training course requirements may be met by completing an Exercise that meets specific minimum criteria. "Equivalent" exercise listings are shown in the relevant Experience block of the ICPD.

Experience

In the context of the ICPD qualification tables, experience is defined as the activities a position candidate must accomplish, generally within the context of an actual or simulated incident or event, to prepare for and demonstrate proficiency at the tasks identified in a position task book (PTB).

Some Incident Management Team (IMT) qualifications require that a prerequisite qualification be obtained BEFORE a PTB is initiated for the target position.

As indicated in the ICPD, some experience requirements may be met by completing a training course equivalent.

Position Task Books

In a performance-based qualification system, evaluation of a position candidate's competency by an individual who is qualified in the target position is the preeminent measure of readiness

for qualification and credentialing. The PTB contains the identified competencies, behaviors, and tasks required to become qualified for an ICS position.

Because the PTB completion process is the central and paramount methodology for assessing and documenting a candidate's readiness to be credentialed in a performance-based qualification system, standardization of the competencies, behaviors, and tasks listed in a PTB is essential. If the intent of a qualification system is to assure all qualified personnel meet or exceed a minimum performance standard – that standard must be common to all. There is no component in this KIMTQS that is more important to have standardized than the PTB – to do otherwise degrades the integrity of the system. Thus, at this time, the PTBs that have been established as a component of the KIMTQS are the only PTBs that are recognized in the system – though it is recommended that the States that are signatory to this *Guide* coordinate with the All-Hazard Incident Management Team Association (AHIMTA), which will coordinate recommended revisions and changes from States.

In this *Guide* an individual pursuing credentialing in an Incident Command System (ICS) position is called a "Trainee". A Trainee has met all prerequisite qualification requirements, has had a PTB initiated or validated by an appropriate official of the SQRC, and is pursuing qualification in the target position.

The PTB may serve initially as the "lesson plan" for a Trainee's on-the-job or experiential training. As the trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainees' performance. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be qualified by the relevant Credentialing Official.

A Trainee must complete a PTB on an absolute minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident. The amount of experience needed and performance of tasks required to complete a PTB and receive a final evaluation by a qualified evaluator is directly related to a position's role in managing safe operations and level of involvement with major management decisions. For instance, it is likely a Status Check-In Recorder can complete the associated PTB with less incident experience and performance than an Incident Commander Type 3 Trainee will take to complete their PTB.

As a reminder – the bullet items associated with each task are given as examples only – not each bullet needs to be performed. Conversely, additional performance and training meeting the intent of task may be required.

The KIMTQS includes a limited number of core IMT PTBs. It is recommended for other positions not in this list to use NWCG PTBs. In some instances, NWCG PTB tasks that pertain only to wildfire incidents may be excluded. Other PTBs from a variety of locations and agencies are available and are similar in content, but may contain inconsistencies with this *Guide*. Also it is important to note that other qualification systems may have requisite training and/or experience requirements for the position that may be incompatible with this *Guide*.

PTBs and the credentialing process can be initiated prior to attendance and completion of required training courses, however identified prerequisite qualifications and/or experience (as identified in the ICPD Qualification Tables) must be obtained before initiating a PTB for some positions.

The PTB may also serve as a checklist for re credentialing and may be required as well as an ICS 225 Incident Personnel Performance Rating.

Physical/Medical Fitness

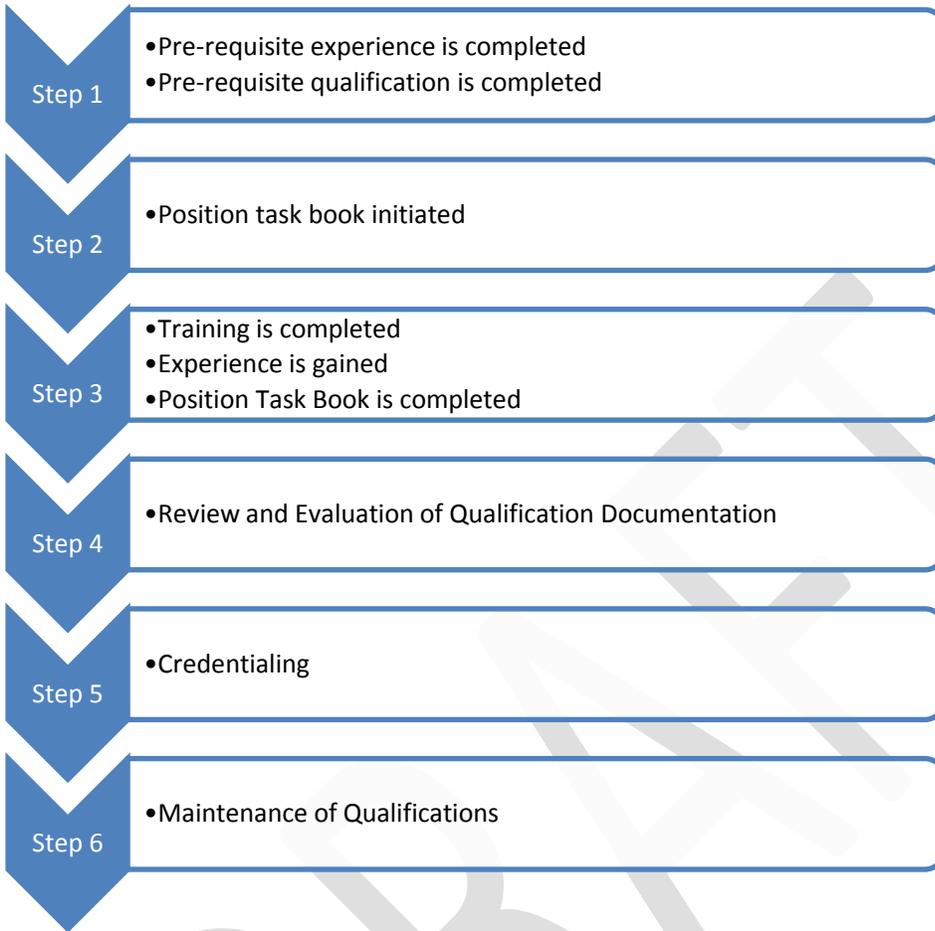
Physical and medical considerations, when applied, help to ensure safe performance in potentially hazardous environments. They will determine the physical / medical standards for deployable IMT personnel. Local AHJ may determine the method of evaluating the physical / medical fitness level of Local IMT personnel that will not deploy outside their jurisdiction. When a fitness test is deemed to be appropriate, the testing method should be a measurable evaluation process able to withstand the scrutiny of challenges to its applicability to actual, expected, incident conditions for the specific position. A more detailed explanation of Physical Fitness can be found in Section VIII, Step 5: Credentialing.

Currency

In the context of the ICPD tables, currency is defined as successfully performing in a position for which the individual is qualified or in an associated position at least once every five years during a qualifying incident, event, qualifying exercise, or simulation.

The process for re-credentialing in the case where qualification is lost due to lack of currency is discussed later in this *Guide*.

VIII. The Qualification Process



For a detailed review of a qualification flow chart that shows the activities of the various supervisory and oversight roles in the KIMTQS qualification process, refer to Appendix B Flow and Roles

The AHJs within the KIMTQS are responsible for selecting Trainees. The SQRC is responsible for ensuring proper use of position task books, and approval of credentialing application by Trainees.

Steps in the Qualification Process

There are five sequential steps that the SQRC or AHJ should develop as part of the process for an individual's credentialing as qualified for a given position. Additionally, once an individual has obtained initial credentialing, there are qualification requirements to maintain credentialing. The following is a brief summary of each step.

Step 1: Prerequisite Qualifications and Experience.

The position candidate completes pre-requisite experience and/or qualification criteria for the position as identified in the respective Incident Command Position Description (ICPD) Qualification Tables.

Step 2: Position Task Book Initiated.

Initiate a Position Task Book for the position and credential the individual to function as a Trainee on qualifying incidents and events (see position task book Administration below). An individual cannot be assigned to an interstate incident unless the Trainee is credentialed as such by the SQRC

Step 3: Training, Experience and Position Task Book Completion.

Complete required training for the position including completion of any credentialing s or licenses as delineated in the ICPD Qualification Table. Experience is gained and performance is evaluated completing the position task book.

Step 4: Review and Evaluation of Qualifications.

After the Final Evaluation and the PTB has been completed, the Trainee's records undergo evaluation against all of the requirements of the position as delineated in the ICPD table. Evaluations and recommendations are typically accomplished by a State Qualifications Review Committee.

Step 5: Credentialing.

The SQRC verifies the individual as qualified in the position as directed by the SQRC

On-Going: Maintenance of Qualifications and Credentialing.

Currency (typically 5 years) is maintained through involvement in at least one qualifying incident, event, or exercise. Recurrent training, involvement, and practice in a position's duties allow the certified individual to stay proficient and prevent the degradation of knowledge, skills and abilities required to successfully carry out the responsibilities of a position.

For more information pertinent to each step see below.

Step 1 – Prerequisite Qualifications and Experience

The ICPD Qualification Tables identify prerequisite qualifications for some IMT positions that must be attained before an individual can pursue a specific qualification and before a PTB can be initiated for the target position.

Most ICS Officer, Chief, Director, Supervisor, and Leader level IMT positions at the Type 2 and Type 1 level require that the candidate has previously obtained one or more subordinate positions before pursuing the target position.

Direct Entry at Type 5, 4, 3 Level

At this time the Kentucky Incident Management Team Qualification System (KIMTQS) does allow “direct entry” at the Type 5, 4, 3 level into an ICS officer, chief, director, supervisor, or leader level IMT position without previously obtaining the specific position qualifications that position supervises in a fully-staffed ICS organization. However, a core principle of the Incident Command System requires that when a lower position is not filled in an incident organization, the position above assumes all the functional responsibilities of the unfilled position below.

It is incumbent on Evaluators, Final Evaluators, Training Officers, Qualification Review Committees, and Credentialing Officials to insure a direct entry Trainee is fully capable of meeting their ICS responsibilities before recommending or bestowing qualification, credentialing, and credentialing. This may require the direct entry Trainee spend more time (more operational periods) in Trainee status than might be needed by a Trainee who has previously qualified in the subordinate position(s).

Step 2 – Position Task Book Initiated

The role of one who initiates a task book is different from an Evaluator or Credentialing Official. A Trainee who desires to become qualified in an ICS position must complete a Position Task Book. The PTB is typically initiated by the candidate’s Training Officer or supervisor. The PTB initiator does not have to be qualified in the position, but must be able to make decisions regarding setting the position candidate on the path to qualification.

The Initiator should consider the following before PTB initiation:

- Can the sponsoring agency/entity commit to the time and expense required for the candidate to complete the PTB and become qualified?
- Can the sponsoring agency/entity provide on-going support and approval to perform in the position once qualified?
- Has the candidate completed prerequisite qualifications required by the KIMTQS?
 - If so, has the candidate demonstrated through his/her performance in the prerequisite position a readiness to pursue the next level qualification?
- Is there any training or experience required by the KIMTQS or needed for the individual that should take place before the PTB is initiated and the candidate is assigned as a

Trainee?

The generally accepted practice is that the PTB can be initiated upon completion of any prerequisite qualifications as identified in the ICPD qualifications tables, even at the same time as required training is being completed.

If within three years of the first task entry in a PTB the trainee has not completed the final evaluation, the task book may be extended at the discretion of the training officer for up to three years. The intent of the extension is for the Training Officer or supervisor to consider whether additional training, such as position-specific training, or other preparation is needed for the Trainee to be adequately prepared for a Trainee assignment.

Step 3 – Training, Experience, and Position Task Book Completion

Training

(See Training under the Components of the Qualification System section above)

Experience

(See Experience under the Components of the Qualification System section above)

Position Task Book Completion

Position Tasks and Associated Task Book Codes

Each task has a code associated with the specific context within which the task must be completed. Performance of any task while in a role other than the designated code is not valid for qualification. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. Tasks coded “I” must be evaluated on an incident/event, and so on. **If more than one code is listed, the task may be completed on any of the listed situations (e.g. If code I, O1 and O2 are listed, the task may be completed on any of the three listed).** The evaluator should circle the evaluation code for which the task was evaluated. The codes are defined as:

Code:

O1 = Task can be performed on a Planned Event, HSEEP compliant or Full Scale Exercise with equipment deployment which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O2 = Task can be performed on an Exercise which is managed under the Incident

Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O3 = Training or Daily Job environment that tests knowledge/skills associated with the task.

O4 = Task can be performed during an ICS course classroom environment that tests knowledge/skills associated with the task.

I = Task must be performed on an incident, which is managed under the Incident Command System (ICS). Examples of incidents that may employ ICS include oil spill, search and rescue, hazardous material response, fire, or law enforcement incidents that may be emergency or non-emergency in nature.

R = Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

Position Task Book Evaluation

A Trainee will be evaluated on at least two qualifying experiences that are typed at, or above the complexity level for which the Trainee is pursuing qualification. There should be one fully completed incident Evaluation Record in the PTB with accompanying sign-offs on relevant tasks for each Trainee experience completed by the trainees immediate supervisor. If the Trainee had multiple supervisors on an extended incident, evaluations from each supervisor is recommended. It is also recommended that a complete evaluation for each qualifying incident, planned event, or exercise include a completed ICS225 Incident Personnel Performance Rating or equivalent.

Coach/Evaluator

Within the context of this guidance, the Coach is the individual who provides instruction to a Trainee, whether in the classroom, on the job, planned event, or on an incident. Although many of the job responsibilities of the Coach are similar to those of an Evaluator, to preserve the integrity of the qualifications system the roles of coaching and evaluating must remain separate. For example, a Coach may instruct a Trainee in proper interviewing techniques. When the Trainee appears to have mastered the tasks, the Coach could employ the use of another individual to act as the evaluator or could transition into the role of an evaluator and observe and record the performance of the task. It is similar to providing instruction on a topic within the classroom and then administering a test to determine mastery of the subject. The functions of coaching and

evaluating must remain separate and must be performed in sequence and not at the same time.

- 1) To be qualified as a Coach or Evaluator for task code "I" and "R" in the PTB
 - a. The individual must be qualified in the position being coached or evaluated,
OR
 - b. The individual must be qualified in a position that, within the ICS, supervises the position being coached or evaluated.

It is recommended the Coach/Evaluator has previously performed successfully on two separate Qualifying Incidents or Qualifying Exercises in either the position being coached and/or evaluated on, or successfully performed in a/one of the ICS position(s) that would normally supervise the position that the Trainee is being instructed or evaluated on. As an example, if the individual being instructed or evaluated on was a Situation Unit Leader Trainee, the Coach/Evaluator should have successfully performed on two different Qualifying Incidents/Events or Qualifying Exercises as a qualified Situation Unit Leader, or as a qualified Planning Section Chief, because the Planning Section Chief normally supervises the ICS position of the Situation Unit Leader.

- 2) Task codes "O" in the PTB may be evaluated in other situations. For instance, in the classroom by an instructor(s) – usually qualified as above -- or during the course of daily work by a day-to-day supervisor

Final Evaluator

The Final Evaluator is the individual who evaluates the Trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. A Final Evaluator's qualifications are different than that of a Coach/Evaluator. A Final Evaluator must be fully qualified in the same position for which the Trainee is being evaluated, not just be ICS qualified in a position that would supervise the Trainee. The difference is necessitated due to the increased responsibility of the Final Evaluator and the increased depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess. The Final Evaluator is responsible for completing the Final Evaluator's Verification statement inside the front cover of the PTB.

There are positives to have evaluators assessing personnel from different agencies; however, this is not always possible. If no local final evaluators are available, the applicant may contact their State to obtain a list of individuals qualified to act as the Final Evaluator.

Step 4 – Review and Evaluation of Qualification Documentation

A key component is evaluation of an individual's capability to perform in a position. **Completion of required training and experience requirements and other Incident Command Position Description Qualification Tables criteria alone does not guarantee that an individual should be certified to perform in a position.**

The quality of experiences gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for re-credentialing. Of particular importance in reviewing the quality of a Trainee's experience is that the Trainee must have demonstrated satisfactory performance on planned events, exercises, and incidents that were complexity typed at the same type rating for the position the Trainee is pursuing.

This *Guide* recommends that more than one position performance assignment be experienced before credentialing, one of which should be an actual incident and not merely a qualifying event or exercise. It is also recommended before an individual begins the process to advance to the next higher level that more than one assignment be experienced after completing the PTB and receiving credentialing.

If a responder is associated with a local response agency, an initial review and evaluation of a Trainee's records should be completed by the local AHJ Training Officer or supervisor. This evaluation should occur before submitting the records for additional review and evaluation according to the SQRC established process. Additional review and evaluation may be accomplished by the SQRC. The SQRC and the State Credentialing Official are responsible and accountable for credentialing of personnel within the KIMTQS.

State Qualifications Review Committee (SQRC)

The State shall establish a State Qualification Review Committee. The SQRC's purpose is to enhance the professional credibility of the position qualifications earned through the KIMTQS process. The SQRC shall be multi-agency, multi-disciplinary, and multi-jurisdictional in its composition because an inclusive approach reduces the potential for occurrences of and even perceptions of favoritism and unequal treatment of individuals during the qualifications process. Guidelines for the use of a SQRC are contained in Section XI.

The SQRC shall be comprised of thirteen (13) persons. The SQRC shall have at least six (6) of its members representative of State level government and at least six (6) representatives of local government. There shall be no more than two (2) representatives from any Emergency Support

Function (ESF). The SQRC shall be the deciding members, but they are expected and authorized to recruit and coordinate supporting groups and subject matter experts as assessors and advisors.

Step 5 – Credentialing

The final step in initial credentialing of an individual as qualified in a position is review by the SQRC. The SQRC may delegate their authority to another individual, agency, or organization through a written agreement. Such a delegation should be bestowed only when the same standards are applied by the designee as would be by the SQRC.

The SQRD is the entity that is responsible for providing final review and confirming the completion of PTB by individuals within the applicable jurisdiction. The SQRC has exclusive authority and holds the responsibility to determine if the individual should be granted credentialing (see Credentialing) in the position. This determination should be based on a Trainee's demonstration of position competencies and behaviors documented through the completion of a PTB including the Final Evaluator's Verification.

The SQRC has the authority and responsibility to credential IMT personnel for mobilization within this interstate mobilization system.

Credentialing of NIMS ICS Qualification

Credentialing is issued by the SQRC to attest to the fact that the individual is qualified to perform in a specified position and has successfully accomplished all the criteria set out in the ICPD Qualifications Chart for that position. The State should employ a complete record of all the evaluations and documentation needed to make this credentialing. This record should, at the minimum, contain:

- Training records
- Experience records, including the completed PTB, with supporting information about:
 - Number of assignments
 - Number of operational periods
 - Variety of incidents
 - The Type level of incidents, planned events, exercises during which the individual performed
 - Other incident, event, or exercise performance evaluations from qualified evaluators or supervisors
- Physical/Medical fitness records
- Recommendation from the State Qualifications Review Committee (SQRC)

Physical Fitness

- Fitness levels shall be evaluated annually and identified on the Individual's credentials.
- Fitness standards listed in the KIMTQS should be considered as generic, and not applicable to all types of hazards.
- Personnel must meet established physical fitness standards for specific hazards for Incident assignments as set by the KIMTQS guidelines annually.
- When there are multiple position endorsements, and the endorsements have different fitness levels, the highest fitness level shall be required if that endorsement is certified.
- States have the latitude to determine the method of evaluating the physical fitness level of their personnel within KIMTQS guidelines (see 5 CFR, Chapter 1, subpart B 339.203).
- States have the latitude to establish higher standards.
- All-Hazards positions with no pre-established KIMTQS guidelines States have the latitude to determine the fitness levels.
- The following four categories of physical fitness have been established:
 - **Arduous:** Duties involve fieldwork requiring physical performance calling for above - average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.
 - **Moderate:** Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25-50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
 - **Light:** Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may occur at an incident command post, base or camp, which include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals almost always can govern the extent and pace of their physical activity. Technical specialist positions that are needed at the incident should have minimum fitness level of Light. Technical Specialists who are required to work in the field shall have the minimum fitness level of Moderate (some may

require Arduous).

- **None:** Duties are normally performed in a controlled environment, such as an EOC.

NOTE: A State may credential an individual with physical disability(s). The State and the individual must establish what reasonable accommodations are needed before credentials are issued. If the individual can perform his or her job without any reasonable accommodations, the individual should be credentialed and deploy as any other qualified individual. If the individual requires some identified reasonable accommodations, these accommodations must be provided before the individual accepts an assignment. The individual should not deploy until the needed accommodations are provided. The individual needs to understand deployments are often to emergency locations and these locations do not have facilities that are ADA compliant.

Reasonable accommodations will often be dependent on the accommodations needed and on the location, kind and length of the incident. It is important to note that when credentialing individuals with disabilities, the need for reasonable accommodations issues must be addressed before the credentials are issued.

On-Going – Maintenance of Qualifications and Credentials

The SQRC will ensure that all currency and annual qualification requirements for positions are met to maintain qualification.

Currency

To prevent the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every five years. States should develop a system for identifying and assisting those individuals whose currency standard is about to lapse.

In the context of the Incident Command Position Description Qualification Tables, currency is defined as successfully performing in a position or a related position for which the individual has qualified at least once every five years during a qualifying incident, event, qualifying exercise, or qualifying simulation.

Generally, currency can be maintained by successful performance in:

- The position in which the individual is qualified.
- Some higher position(s) for which that position is a qualification prerequisite, providing the individual was previously qualified in that position.
- Some lower position(s) that are qualification prerequisite(s)

Currency documentation might include one or more of the following:

- Incident Action Plan with person's name.
- Incident, event, or exercise performance evaluations (such as an ICS225 Incident Personnel Performance Rating or equivalent) from qualified evaluators or supervisors.
- Experience records with supporting information about:
 - Number of assignments
 - Number of operational periods
 - Variety of incidents
 - The Type level of incidents, planned events, exercises during which the individual performed.

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IX. Loss of Credentialing, De-credentialing, and Re-credentialing

Individuals who lose qualification or are decertified by the SQRC responsible for managing the qualifications of State-certified Incident Management Team personnel should not be displayed as available for assignment in the non-qualified/decertified position(s) outside their local jurisdiction. A local AHJ can determine how the individual may perform within the local jurisdiction irrespective of their State qualification status.

Loss of Credentialing and Re-credentialing

An individual may lose or drop qualification for reasons including loss of currency or personal reasons.

By returning to the trainee level, the person who must re-qualify is introduced to new technology, procedures, and advances in incident management. Evaluation of an individual's competency is critical whenever qualifications have lapsed.

A person who does not meet the Currency criteria reverts to Trainee status for that position. If qualification loss occurs, the SQRC will determine if training is necessary or if the person can gain and demonstrate the proper proficiency in a performance assignment or assignments. It is recommended that the individual perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before re-credentialing is granted.

De-credentialing and Re-credentialing

De-credentialing is the process a SQRC may take to remove an individual's position(s) qualifications. A SQRC may de-credential personnel when it is determined that the individual has performed in an unsatisfactory manner, for instance:

- Taking insubordinate actions that lead to unsafe conditions on the incident
- Intentionally misrepresenting incident qualifications
- Deliberately disregarding identified safe practices

The following guidelines for De-credentialing are established:

- De-credentialing of NIMS ICS qualification only applies to performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties.
- Individuals can only be mobilized outside of their local jurisdiction in a position(s) for which they are currently certified

- Incident Commanders do not have the authority to de-credential the qualifications of an individual. A qualified person may be demobilized from an incident by the Incident Commander. Incident Commanders are responsible for providing documented reasons for relieving an individual, forwarding the information to the individual's sponsoring agency and including a copy of the individual's Incident Personnel Performance Rating (ICS225) in the documentation package.

The SQRC should evaluate and prescribe the steps required to regain credentialing on a case-by-case basis for an individual who has been de-certified for reasons similar to those described above. Re-credentialing may include, as appropriate, training outlined in the Incident Command Position Description (ICPD) Qualification Tables and/or training relevant to the reason(s) for de-credentialing. Re-credentialing of a de-credentialed individual should, in most cases, include performance of the duties of the position for a number of operational periods (defined by the SQRC) under the supervision of an Evaluator, before re-credentialing is granted.

X. Recognition of Prior Learning (RPL)

Recognition of Prior Learning is accepted as a process that evaluates an individual's formal and non-formal learning through training and experience to determine the extent to which that individual has already acquired and performed the required competencies of an emergency response position. RPL is a more robust, performance-based evaluation and enhancement of traditional Historical Recognition processes. The RPL process measures an individual's demonstrated knowledge, skills and experience against the national standard competencies as established in the specific position task book. The measurement process focuses on evaluation of the candidate's acquisition of the skills described in the prescribed standards, rather than the manner or procedure which the skills were acquired. For instance, skills may have been acquired in the military, growing up on a farm, or managing a bakery. A candidate will not be judged on where he/she learned to do a job, but rather on the current ability to do the job. Assessors will expect to see how "you the candidate perform" in this position and complete the job satisfactorily.

Recognition of Prior Learning Process

1. The first step in the RPL process is a self-assessment. A candidate will be given the Self-Assessment and Portfolio Worksheet for the position in which he/she is interested. The self-assessment begins with an honest appraisal, listing past training and experience to assist the candidate in evaluating whether he/she has successfully performed the duties of the position desired. The appraisal is not based on "what the candidate thinks he/she can do", but rather is based on "I have already successfully performed this function".
2. The second step of the RPL process is compiling convincing evidence of the past training and experiences that documents the candidate has performed the job and completed it successfully. In brief, the portfolio or resume is a collection of certificates, letters, photographs, and other documentation the candidate can provide to support the self-assessment.
3. The third step is an evaluation and defense of the self-evaluation and portfolio by the Assessors Panel. The Panel is established by the SQRC and is comprised of personnel fully qualified and experienced in the position for which the candidate is applying. The Panel has also received training on the RPL process and the roles and responsibilities of a panel member. The Panel will first thoroughly review the self-evaluation and the documentation within the candidate's portfolio which has been previously submitted.

They will then invite the candidate to an assessment interview where he/she will be asked questions about the portfolio and experiences that relate to in performing the desired position.

After the interview is concluded the Assessors will confer and then make a decision about the candidate's competency. The candidate will be assessed as "competent" or "not yet competent" dependent on the information provided. If the candidate is deemed to be "competent", it is reported to the SQRC that the minimum competencies to perform in that position have been met. If the candidate is deemed "not yet competent", the Assessors will make recommendations to the candidate and the sponsoring agency for training and development opportunities.

Initiating a Recognition of Prior Learning Program

It is a fundamental requirement that the State train its Assessors in the skills of "Recognition of Prior Learning Assessment".

The Assessors need to have the skills of and be fully qualified in the position being assessed. The Coordinator and the Assessors need to be skilled in interviewing in the RPL context. How a question is asked is important in obtaining the desired information. Competency in a position is based on the premise that the candidate has already performed the job, or performed in a position very similar to the one desired.

Evaluating competence is the process of collecting evidence and making judgments about whether a candidate has achieved the standard capabilities expected in the incident management environment.

The Assessors need to be trained in how to review a candidate's self-assessment and documentation portfolio and compare it against the competency standards for the position. If the Assessors do not gain sufficient information from the portfolio to make a judgment about the candidate's competence in a specific area, more information should be pursued during the interview. The Assessors may ask the candidate for more information, to demonstrate a skill, or provide an explanation of knowledge during the interview.

When reviewing the portfolio, the Assessors must be confident that the evidence gathered from the candidate is Valid, Current, Sufficient, and Authentic and the material or evidence provided by the candidate covers all the competencies of the qualification.

The interview may be the Assessors' most valuable tool in making a conclusion as to a candidate's competency. During the interview, Assessors should utilize a combination of competency based evaluation methods.

RPL Administrative Guidelines [policy] needs to be developed by the Credentialing authority having jurisdiction, who administers the qualification process in the state. The Guidelines should clearly outline the processes involved with administering a RPL qualification program.

Position Prerequisites

The primary premise behind RPL is to allow a candidate to demonstrate their knowledge, skill and experience against the national standard competencies, regardless of how or where those skills were achieved. However, there is always the possibility of required prerequisite course training. All candidates should check with the State IMT Coordinator regarding possible position requirements.

The Self- Assessment

It's possible a candidate might already be competent in the position desired as a result of prior learning (e.g. previous experience and/or training). If a candidate thinks this might be the case a self-assessment is the first step. The self-assessment begins with an honest, supportable appraisal of the candidate's abilities and experience with regard to the competencies developed for the desired position.

Using the Candidate Self-Assessment and Portfolio Worksheet for the desired position, the candidate reviews the competencies and associated examples. As the candidate goes through the competencies, he/she should make notes as to how, where, and when actions were performed or knowledge attained that would account for having met the competency. If the self-assessment supports the candidate's view that he/she may meet the position competencies, the notes may be used as a guide in developing the portfolio.

The Portfolio

The candidate will need to show convincing evidence supporting the information provided on the self-assessment. This section provides examples of the types of evidence needed in the portfolio to show position competencies have been met. There are four categories of evidence used in RPL:

1. **Products** - Items that show the assessment panel to imply competence:
 - a. Records, documents (e.g. Incident Action Plans), or reports from incidents showing participation.
 - b. Records or reports of training exercises showing participation.
 - c. Reports, papers, published material written by the candidate that relate to the competencies the candidate is trying to document.
2. **Performance** - Completing tasks under the observation of the Assessor Panel in order

to demonstrate competence:

- a. This may involve the assessment panel observing actual performance at a number of actual or simulated (scenario based) incidents in a variety of conditions.
3. **Knowledge** - Answering written or oral questions posed by the Assessor Panel to demonstrate competence:
- a. The ability to provide thoughtful, detailed, and correct answers to questions may constitute a significant part of the overall assessment. This type of evidence helps confirm competence, particularly as it applies to the required technical knowledge and the way variable circumstances are managed and contingencies developed.
4. **Other Evidence** -Documentation of activities or statements (in written or oral format) that the candidate or others can provide to the assessor to imply competence:
- a. Video recordings, photographs, or After Action Report (AAR) notes can contain useful evidence.
 - b. Written statements or testimonials from others can support a self-assessment.

***Note:** these statements must be provided by someone with known technical proficiency in their field; people who have worked with or supervised the candidate in a job or task that is relevant to the competency being addressed. Testimonials must address the ability to do a job, perform a task, or manage a given situation and speak to this exclusively in an objective manner. Character references are not accepted as evidence supporting competency. Such statements are useful, but it is best to rely on evidence less prone to subjectivity. While RPL acknowledges skills and competency derived from applicable “on the job” and life experiences, statements with a direct linkage to the competency standard are more useful and straightforward for assessors to judge.*

- c. The Assessors can gather informal statements about competence from others who have seen the candidate perform the duties of the desired position.

***Note:** Some evidence categories are more suitable for some competencies than others. The type and the amount of evidence deemed as necessary to determine competence will vary, depending on the nature of the position being pursued as well as a candidate's depth and length of experience.*

In general, Assessors will look for consistent evidence in multiple categories of those listed above. If inconsistency is noted, more evidence will be assessed until the inconsistency is resolved.

For example, if statements made about performance do not reflect the self- assessment, the Assessors might spot check performance in an activity to reconcile the discrepancy.

The candidate will need to provide evidence that is:

- Valid – i.e. applicable to what is being assessed.
- Sufficient – i.e. enough to clearly show competence.
- Current – i.e. recent enough to demonstrate current competence (e.g. within the last 5 years).
- Authentic – i.e. genuine and relating to the candidate, not to someone else (original certificates should be shown during the interview and not included in the portfolio)

Falsification or forgery of documents used in the RPL process should be considered grounds for dismissal from the credentialing process and might result in disciplinary action.

The portfolio should be laid out to follow and support the Candidate Self- Assessment and Portfolio Worksheet. This aids the Assessor Panel in reviewing the documents that supports how the candidate meets the position competencies.

The Assessment

A three or four person Assessors Panel appointed by the SQRC will make an independent judgment about whether not a candidate is competent, based on the evidence supplied.

Note: It is not the Assessors' responsibility to provide the needed evidence, but they will provide the candidate with as much guidance as is appropriate. Assessors will thoroughly review the portfolio prior to the interview and prepare questions based on the information provided.

The assessment will be conducted much like a job interview. The Panel will ask questions about experiences and discuss the documents within the portfolio. After the assessment, the panel will meet and review all evidence provided. At that time, the Panel will come to a decision to whether the candidate is "Competent" or "Not Yet Competent". Any finding of "Competent" must be unanimous. A finding of "Not Yet Competent" will be accompanied with a plan of action to attain competency.

Appeal Process

If a candidate feels the assessment was not administered properly or fairly; or some evidence of discrimination was present, the applicant has the right to file an appeal. Appeals should be filed with the SQRC within 30 days of receiving notice of the assessment. The appeal must demonstrate some breach of the RPL Administrative Guidelines to be valid.

Credentialing is an administrative process for validating personnel qualifications and providing authorization to perform specific functions during an incident. RPL is a tool that evaluates a candidate's demonstrated knowledge, skills, and past experiences, against a position's minimum standards for credentialing purposes. Just as your past experiences have qualified you for this desire position, your future experiences will refine your skills and prepare you for your next position.

XI. Guidelines for State Qualifications Review Committee (SQRC)

Establishing and maintaining a viable and effective qualifications system requires a significant commitment of time and energy. States should institute a peer review committee known as a SQRC. A SQRC's purpose is to enhance the professional credibility of the position qualifications earned through the NIMS ICS Qualifications process. The SQRC should be multi-agency, multi-disciplinary and multi-jurisdictional in its composition because ideally position candidates will be also. Having a diverse SQRC increases the chances that at least one person on the Committee will have personal knowledge about the training and experiences of a position candidate. Also, an inclusive approach reduces the potential for perceptions of favoritism and unequal treatment of individuals during the qualifications process. The use of a SQRC in the qualifications process is strongly encouraged.

Committee Duties

The SQRC should establish a proper record for any review or audit it performs. The Committee is to establish processes and internal controls that subject each application to a standardized and proper level of review by the Committee.

- The SQRC should be authorized by the State to review and make, at any time deemed necessary, a determination whether an individual meets the requirements for qualification.
- The SQRC must be able to review all documents which establish that the position Trainee has completed all the position qualification criteria delineated in the ICPD qualifications tables. Such documents include course records, certificates, PTBs, resumes, experience documentation, and incident personnel performance ratings.

Committee Membership, Organization, and Meetings

It is recommended the committee membership be made up of a broad cross-section of the entities, individuals, and disciplines whose applications will be presented for review by the committee. Limit the number of members from any one agency or organization to ensure a balanced and representative structure. Qualified incident management team personnel or other experts can be used to provide depth and expertise as members of the SQRC or as ad hoc advisors. It is suggested a chair and vice-chair be elected by the membership to serve a specified term.

No particular frequency of meetings is suggested, though it is recommended the SQRC meet a minimum of once a year.

Appeals Process

The State or State-delegated SQRC should develop an appeals process to handle occasions when an applicant feels an error has been made in the qualifications process. Appeals of the actions of the SQRC itself should be in writing directed to the State no later than 30 days after notification. Appeals should contain (at a minimum) a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome.

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XII. Incident Complexity

Incidents that are growing in complexity can overwhelm the capabilities of incident personnel and become potentially very dangerous to responders and/or the public. Incidents are classified based on the level of difficulty, severity, or resistance to other agencies' participation in the incident. This classification points to difficulties incident management personnel face while managing an incident or event to a successful and safe conclusion.

It is important that a jurisdiction's Chief Elected Official(s) or Agency(s) Administrator(s) and the current Incident Commander take the time to analyze the current and expected future situation as objectively as possible. This will help assess whether the current management organization is sufficient or whether higher typed incident management is or will be needed. The analysis will help to identify the need to order additional resources and decide the type of an IMT needed. Determining incident complexity is a subjective process based on examining a combination of indicators or factors.

Common indicators may include the:

- Threat to life
- Difficulty of the effort needed to stabilize
- Threat to property
- Threat to environment
- Area (location) involved
- Political, social, economic impact
- Organizational complexity, including the
 - Number of responders
 - Incident management personnel required
 - Span of control
 - Need for multiple branches or disciplines
 - Needs for aviation support
 - The diversity of responder disciplines required
- Jurisdictional boundaries, number and/or amount of overlap of jurisdictions with responsibility
- Values at risk (potential dollar value of real property loss)
- Weather
- How routine or unusual the incident is

Most indicators are common to all incidents, but some may be unique to a particular type of incident.

The Incident Management Team managing the incident should be qualified and experienced at the level of the incident's complexity typing.

Guidelines for incident typing are:

- **A Type 5 Incident** is resolved :
 - During the initial operational period
 - With the local resources that are initially dispatched
 - With a local Incident Commander(s) and a Safety Officer
 - With the use of other Command and General Staff as needed and/or as determined by agency policy
 - Without a written IAP unless it is a Hazmat incident or otherwise required by agency policy
 - The IC may complete a ICS- 201 or an agency incident worksheet
- **A Type 4 Incident** is resolved :
 - During the initial operational period
 - With the local resources that are initially dispatched and other local resources that are requested by the Incident Commander, these resources may be from the same organization or from assisting or cooperating agencies or mutual aid (local resources should be able to return to their own home after the end of their shift, the IC would need to provide restrooms, food and water at the incident)
 - With a local Incident Commander(s) and a Safety Officer
 - With the use of other Command and General Staff as needed and/or as determined by agency policy
 - With the operations section having an organization no larger than Divisions and/or Groups that will keep the incident within the IC's span of control
 - Without a written IAP unless it is a Haz-mat incident or otherwise required by agency policy
 - The IC may complete a ICS-201 or an agency incident worksheet
 - With local general staff personnel that may not have formal qualifications for logistical support and resource tracking as needed
- **Type 3 Incident:**
 - Usually cannot be resolved during the initial operational period

- May not be resolved with the local resources that are initially dispatched or other local resources that may be from assisting or cooperating agencies or mutual aid
- Usually cannot release resources in a timely manner to resolve other local emergencies or incidents not related to the incident being managed by the incident management team
- May require resources from outside the local area and will require facilities and support for rest before they return to their home jurisdiction or start another shift
- Would often need a written Delegation of Authority from the local Chief Elected Official of the jurisdiction where the incident occurred to the Type 5, 4, 3 qualified Incident Commander if the IC is not from that jurisdiction
- If the IC/IMT is not from the local jurisdiction and does not have a Delegation of Authority the team should only function in a support role to the local jurisdiction management personnel
- Requires a qualified Type 5, 4, 3 Incident Commander to build a qualified incident management team. This team has most if not all members of the Command and General Staff which are qualified and typed at the Type 5, 4, 3 (or higher level).
- Most always requires a written Incident Action Plan that often includes the following ICS forms, which are completed and a copy of the IAP available for each supervisor
 - ICS 202 - Incident Objectives
 - ICS 203 - Organization Assignment List
 - ICS 204 - Assignment List for each Division and/or Group
 - ICS 205 - Incident Radio Communications Plan
 - ICS 205A - Communications List
 - ICS 206 - Medical Plan
 - ICS 208 - Safety Message/Plan
 - Weather Forecast
 - Maps and/or charts
 - The IAP often will include a blank ICS 214 - Activity Log
- **Type 2 Incident**, includes the items of a Type 3 incident and
 - Span of control almost always requires a complete Command and General Staff.
 - Resources from outside the state may be required through ordering and

deployment methods such as EMAC.

- The incident management needs are such that the Incident Commander and the Command and General Staff need the skills of and are qualified and typed at the Type 2 level.
- **Type 1 Incident**, includes the items of a Type 3 & 2 incident and
 - Federal resources may be required.
 - Span of control often requires establishing Branches.
 - Often includes a complex aviation effort with numerous and different types of assets.
 - The incident management needs are such that Incident Commander and the Command and General Staff need the skills of and are qualified and typed at the Type 1 level.

The Incident Complexity Analysis is a management tool to provide a systematic approach to evaluate and consider the Incident's current and potential resource requirements. These requirements may include identification of the qualifications and typing needed to manage the Incident, the Type of Incident Management Team, the need for specialized resources, the total number of responders required for the incident, and safety considerations at the time of the analysis. The chart in Appendix A is an example that analyzes factors that add complexity. Obviously, the greater number of yes answers the higher the complexity. There is no magic formula to tell you what type of IMT or what positions to order, but this analysis should indicate a need to ask for help.

XIII. Qualifying Incident, Event, and Exercise Guidelines

In the Kentucky Incident Management Team Qualification System (KIMTQS) experience can be gained and position task performance can be demonstrated, evaluated, and documented in a position task book (PTB) through qualifying incidents, events and/or exercises. While experience can be gained and position task performance on qualifying events and/or exercises can help to deepen a Trainee's record, a Trainee must have satisfactorily completed at least one incident position performance assignment to be certified and credentialed. Depending on the nature of the position being pursued and the nature of the position performance assignments completed it will most often require more than one incident experience to fully complete a PTB.

The tasks listed in the position task book (PTB) for a given position are the same at different type levels, what's different is the complexity context in which those tasks are accomplished.

It is an important factor in a performance-based qualification system that Trainees demonstrate their proficiency at performing the tasks of an ICS position during incidents, events, and exercises that are typed at the same level of complexity as the target positions the Trainees are pursuing. In some cases position performance assignments and experiences on higher typed incidents, events, or exercises can be used toward PTB completion for a lower typed position; however, that situation should generally be the exception and not the rule. For more information about complexity refer to Section *XII. Incident Complexity* and *Appendix A incident Complexity Analysis Chart*.

An individual who is in Trainee status, regardless of other qualifications they may hold, should not be evaluating another Trainee on the same incident, event, or exercise.

Qualifying Incident Attributes

See Section *XII. Incident Complexity* and *Appendix A incident Complexity Analysis Chart*.

Qualifying Event Attributes

An event in which Incident Management Team Trainees have tasks evaluated and initialed; or, the event is used to maintain qualification currency, should meet all the criteria given below:

Criteria

- The event is complex enough (refer to *Appendix A - Incident Complexity Analysis Chart* for considerations) to suggest a Type 5, 4, 3 Incident Management Team (IMT) or higher is appropriate to manage.
- Sharing of information between IMT members is necessary in order to close critical decision loops.
- The event must span at least two distinct periods of time in which the entire Command and General Staff of the Incident Management Team is involved - to include, at a minimum:
 - Development and production of an Event Action Plan (EAP). This could occur in advance of the actual onset of the event.
 - On-scene management of the event.
- Time spent as an entire IMT planning for and providing on-scene event management must encompass a minimum of two full days (total of sixteen or more hours).
- It is ideal to have a Command and General Staff filled with an individual in each position (see list in next bullet item), however some considerations and caveats are offered here:
 - Trainees can be evaluated by a fully qualified individual who is in a supervisory position within the ICS structure. (e.g. a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee, a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee.)
 - The event should involve a significant amount of coordinating between functional areas and the establishing or maintaining of good working relationships.
- Command and General Staff positions or functions that should be present are
 - Incident Commander
 - Safety Officer
 - Public Information Officer
 - Liaison Officer
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
- Event influences should include:
 - Agency Administrators or Executives of the event sponsors to set out what the goals are – what success looks like

- Elected Officials
- Media
- Stakeholders and public
- Event should involve multi-jurisdictional (preferred), or significant multi-agency in the same jurisdiction.
- Planning should include contingency planning, e.g. incident within event planning
- All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS-215 and ICS-215a.
- For position task book task evaluation: The complexity of the incident must match the type rating of the Incident Management Team position. A Trainee must be evaluated by personnel currently qualified at an equivalent position or in a position that supervises in ICS or the same qualification but a higher type (e.g. a Type I Public Information Officer can evaluate a Type III Public Information Officer).
- To be creditable for currency: The Incident Management Team position performed must be listed as one that maintains currency in the relevant ICPD qualification table.

Qualifying Exercise Attributes

The guidelines below are intended to provide consistency and authenticity when a State uses or recognizes an operations-based exercise, whether functional or full scale, to evaluate personnel, provide an opportunity for Trainees to complete tasks in their Position Task Books, or to maintain qualification currency for an ICS position identified within this *Guide*. States are encouraged to consider using the Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines when developing exercises to ensure a quality training and evaluation opportunity.

Preparatory Training

IMPORTANT: Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to assure they are sufficiently prepared for an exercise. **Players should not be thrown into an exercise unprepared – this especially**

holds true for Trainees. Exercises are NOT where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

- Preliminary training should be completed before undertaking a qualifying exercise, to include
 - All the ICS courses through the ICS300 course, ICS400 recommended
 - Position-specific training appropriate to the position to be played and/or significant (recommend 50% or greater) progress in the target position task book (PTB).
 - Training on the Planning “P” (e.g. DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review.

Exercise Components

- The exercise must be operations-based, either a functional or full-scale exercise.
- A complexity analysis of the exercise’s incident scenario must match or be higher than the type rating being pursued or maintained for currency. One important complexity factor of the scenario is that the incident (though not necessarily the exercise) will encompass multiple operations periods.
- It is ideal to have a Command and General Staff filled with an individual in each position (see list in next bullet item), however some considerations and caveats are offered here:
 - Trainees can be evaluated by a fully qualified individual who is a Player in a supervisory position within the ICS structure. (e.g. a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee, a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee.)
 - Or Trainees can be evaluated by a fully qualified individual who is an Evaluator in the Exercise
 - According to ICS when a lower position is not filled in an incident organization, the position above assumes all the functional responsibilities of the unfilled position below.
 - The event should involve a significant amount of coordinating between functional areas and the establishing or maintaining of good working relationships as would be required on an actual incident.
- Command and General Staff positions or functions that should be present are:
 - Incident Commander
 - Safety Officer
 - Public Information Officer

- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief
- To be a qualifying exercise for a Unit Leader position, the Section Chief and at least two of the Section's Unit Leader positions should be filled.
- Injects (incident information including events, messages that can be delivered by way a variety of different media including role players in person, radio, written, etc) must include:
 - Simulated activities occurring on the incident that need attention.
 - Simulated external influences from:
 - Agency Executives
 - Elected Officials
 - Media
 - Stakeholders and public
- Injects must include information that must be shared with other IMT members in order to practice and demonstrate essential elements of information sharing and closing information loops.
- An adequate number of injects must be designed and provided to cause each member of the IMT to be engaged in the ongoing incident response as well as the planning process.
- The scenario may be multi-jurisdictional (preferred) or significant multi-agency in the same jurisdiction.
- If the scenario involves Unified Command then all command positions should be filled.
- There must be an ordering process established through an Emergency Operations Center (EOC), simulated EOC, local or geographic dispatch.
- All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215a.

After Action Review and Evaluation

- To progress in the PTB process, a trainee must be evaluated by personnel qualified in the target position or in a position that supervises the target position.
- Documents that could be used to guide and document evaluation could include the position PTB and/or ICS225 Incident Personnel Performance Rating

XIV. Required Exercise Attributes for Type 5, 4, 3 AHIMT Team Training Course Equivalency

The exercise components listed below are the required criteria for exercises a State must use for Type 5, 4, 3 Incident Management Team Command and General Staff positions as equivalent method to provide team training (e.g. USFA O-305, NWCG S-420, FEMA ICS420, etc) as denoted in the ICPD qualifications tables.

Preparatory Training

IMPORTANT: Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to assure they are sufficiently prepared for an exercise. **Players should not be thrown into an exercise unprepared – this especially**

holds true for Trainees. Exercises are NOT where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

- Preparatory training should be completed before undertaking the exercise, to include
 - All the ICS courses through the ICS300 course, ICS400 recommended
 - Position-specific training appropriate to the position to be played
 - Team development and changes to team dynamics due to stress or other factors
 - Individual stress management
 - Team decision-making in a high-consequence stressful environment.
 - Previous experience as a Trainee in the position to be played on incidents, events, or qualifying exercises is advised.
 - Training on the Planning “P” (e.g. DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review.
 - Each step of the “Planning P” must be accomplished at least once. Role players or scripted handouts must be provided for each key player discussed in the “Planning P” (e.g., Agency Administrator, Unified Command, etc.).

Exercise Components

- The exercise must be operations-based, either a functional or full-scale exercise.
 - The exercise or simulation must take into account multiple operational periods, to include, at a minimum:
 - Management and oversight of current events occurring on the incident.
 - Development and production of multiple Incident Action Plans (IAPs) for multiple operational periods – one may be a rapidly developed IAP for the current operational period.
 - Multiple Operations Briefings.
 - Because the exercise must encompass a minimum of multiple operational periods and multiple planning cycles it will be rare that the exercise will take less than two real-time days.
 - The exercise should include:
 - In-briefing information from an Agency Administrator or Elected Official and the Initial Attack Incident Commander
 - Transfer of Command
- The player IMT’s organization must have an Incident Commander Type 5, 4, 3 and the following Command and General Staff positions filled:

- Public Information Officer
- Safety Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief
- The complexity of the incident must be Type 5, 4, 3
- Injects (incident information including events, messages that can be delivered by way a variety of different media including role players in person, radio, written, etc) must include:
 - Simulated activities occurring on the incident that need attention.
 - Simulated external influences from:
 - Agency Executives
 - Elected Officials
 - Media
 - Stakeholders and public
- Injects must include information that must be shared with other IMT members in order to practice and demonstrate essential elements of information sharing and closing information loops.
- An adequate number of injects must be designed and provided to cause each member of the IMT to be engaged in the ongoing incident response as well as the planning process.
- The scenario be multi-jurisdictional (preferred) or multi-agency in the same jurisdiction.
- If the scenario involves Unified Command then all Commander positions should be filled.
- There must be an ordering process established through an EOC, simulated EOC, local or geographic dispatch.
- All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215a.

After Action Review and Evaluation

- Exercise Players must be evaluated by currently personnel at qualified equivalent or a position that supervises in ICS or a higher typed credentialing.
- The following elements must be evaluated:
 - Compliance with and quality of execution of the Planning process specifically focusing on:
 - Agency Administrator or Executive Briefing

- Initial Action Incident Commander Briefing
- Unified Commander meeting
- Tactics meeting
- Planning meeting
- Quality, completeness, and effective use of ICS forms
- Quality and completeness of the Incident Action Plan (IAP)
- How well strategies and the tactical plan (including the IAP) will meet the Agency Administrator or Executive's direction
- Effective information sharing among the different IMT positions
- Ability to perform the functional duties of assigned position
- Effectiveness of Unified Command
- Unified Objectives
- Shared Resources
- Appropriateness of placed or planned resource orders
- Effective ordering within the coordination system
- Unified organization reflected in the IAP or current organization chart
- Ability to process information, respond appropriately within functional responsibilities and make adjustments (response to injects)
- Appropriate emphasis on risk management/safety
- Personal traits such as effectiveness of decisions made under stress, demonstrated leadership, attitude, initiative, mutual respect, and team player qualities
- Quality and completeness of the Operational Briefing

Documents that could be used to guide and document evaluation could include the position PTB and/or ICS225

XV. Incident Command Position Descriptions Introduction

This document contains draft Qualification Tables for Incident Management position titles under the National Incident Management System (NIMS). Individuals who meet these qualifications can be determined to be credentialed if their identity and authorization for deployment is also verified.

Qualification Criteria

The categories of criteria listed are defined as follows:

Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency as well as strengthen and augment abilities. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation.
Experience	The activities an individual must accomplish, generally within the context of actual or simulated incidents or events, to prepare for and demonstrate proficiency at the tasks identified in a position's position task book .
Physical/Medical Fitness	Physical and medical considerations, that when applied, help to ensure safe performance in potentially hazardous environments.
Currency	Functioning in the ICS position or related position during a qualifying incident, event or exercise (simulation) at least once every five years.

Equivalency

Many of the position-specific and team training courses listed in the Training criteria allow for equivalent training. Equivalency is determined by each State. Refer to the section titled Equivalent Training – Courses and Exercises above for a full description.

Direct Entry Positions at the Type 5, 4, 3 Level

For many Type 5, 4, 3 positions – direct entry is allowed. Direct entry allows for an individual to pursue qualification directly into a middle or upper level ICS position without qualifying previously in positions that are subordinate to the target position. However it is important to note that some Position Task Books for positions that allow direct entry include tasks of ICS subordinate position(s) and the Trainee must demonstrate these tasks satisfactorily. This is correctly aligned with a foundational principle of the Incident Command System (ICS) which requires that when a lower position is not filled in an incident organization, the position above assumes all the functional responsibilities of the unfilled position below. Some position task books do not identify specific tasks associated with subordinate positions. However, the ICS principle above must be taken into consideration when evaluating a candidate for a direct entry position. It is critical to ICS reliability that individuals who are qualified into mid or upper level position using this qualification system must be able to perform the duties and responsibilities of the subordinate positions.

Technical Specialists and Endorsements

It is possible that members of the AHIMT deployed to an incident involving a particular type of hazard (i.e. hazardous materials) or kind of incident (i.e. cave rescue) may not possess sufficient knowledge, experience, or statutorily required licenses, training, or credentials to manage the incident without additional technical expertise from personnel who possess those requirements. This situation primarily effects the Operations and Safety functions but may manifest itself in other functions as well. Experience demonstrates that the vast majority of IMTs have overcome

those situations through the recruitment and use of Technical Specialists. Based on the successful use of Technical Specialists to assist with Incident Management Team functions during those situations the KIMTQS encourages their use whenever appropriate.

There may be, however, situations where an industry association, governmental organization or group, professional or discipline specific non-profit, or State identifies the need to add discipline- or hazard-specific requirements over and above the criteria found in the KIMTQS Job Titles. In those situations the SQRC will consider a request for the development of a discipline-specific endorsement. Such request must follow the procedures and guidelines outlined below. If approved by the SQRC, endorsements will be developed by discipline specific SMEs on a position-by-position basis only as they are identified and justified as being needed using the framework for developing and implementing discipline-specific endorsements within this section.

For a specific incident or planned event it is the AHJ(s) that has the definitive authority to request AHIMT members with specific endorsements or the use of Technical Specialists to augment an AHIMT.

Technical Specialists

Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment.

No minimum qualifications for Technical Specialists have been established by KIMTQS. Standards for Technical Specialist qualifications are determined by the applicable Agency or entity the Technical Specialist normally works for. This Agency or entity is responsible for assuring that Technical Specialists have the proper knowledge, skills and abilities, as well as required credentials and/or qualifications to be engaged in the activities relevant to the specific incident. It is also incumbent on the Agency or entity to assure proper physical and medical capability to meet the needs of the work on the incident. The rigors of incident work may differ more or less from the normal work activities required of the individual.

Endorsement Basics

When developing an endorsement, the minimum criteria in the KIMTQS Job Title cannot be bypassed or altered. Endorsements are the additional education, experience, and training requirements specific to the KIMTQS Job Title criteria necessary for safe and effective operations within a specific discipline or hazard, (e.g., a hazardous materials incident response). Both the endorsement criteria as well as the KIMTQS Job Title criteria need to be met to be considered fully qualified for that ICS position with the discipline-specific endorsement. Because the endorsement is additional criteria added to the baseline criteria, it does not stand by itself as a qualification but only as an endorsement to an existing ICS position.

The entity with an interest in the development of a discipline-specific endorsement to the KIMTQS Job Titles must:

1. Complete a detailed request for the development of an endorsement to the SQRC.
2. Be legally or formally recognized as having the expertise and authority to develop the qualification criteria for endorsement development.
3. Provide expert personnel who will work with one or more KIMTQS qualification personnel on the development.
4. Have the expertise and authority to credential individuals seeking the endorsement when it is developed

The Request for Endorsement Development

- Entities requesting the development of a discipline-specific endorsement to the KIMTQS Job Titles must include the following information in the request:
- Explain the nature of the need for endorsements added to the KIMTQS Job Title(s) rather than the use of Technical Specialists which is the general model the KIMTQS encourages.
- Explain why the need is for deployment of endorsed AHIMT resources across State borders.
- Identify the entity or entities that have the expertise and authority to develop the qualification criteria for applicable endorsements. This includes entities with parallel or overlapping expertise or authority.
- Provide the names of the individuals from the requesting entity (and other applicable entities) that are prepared to work with KIMTQS qualification personnel on the development of the endorsement.
- Present a draft of the endorsement qualification criteria to be added to the existing KIMTQS Job Title.
- Present a draft of the tasks to be added to the core ICS position's PTB.

Endorsement Format and Categories

The endorsement qualification criteria must be presented in the existing KIMTQS Job Title format and categories. These categories include education, training, experience, physical/medical fitness, currency, professional and/or technical certificates, and licensing. An endorsement may include additional requirements in one or more categories. When developing an endorsement, these categories can be grouped into three primary components.

1. **Experience** – Under a performance-based system, experience can be demonstrated through various methods such as actual incident experience, a full-scale exercise, or by classroom instruction. It is the identification of additional tasks or those critical elements that are unique to a specific discipline/hazard that creates the necessity for endorsements. All discipline- or hazard-specific tasks should relate directly back to the core competencies and behaviors which make up the cornerstone of the NIMS ICS positions.
2. **Training/Education** – Discipline- or hazard-specific training and education is that which allows an individual to meet the discipline- or hazard-specific tasks. Training objectives should always teach to the specific behaviors or tasks identified for the discipline-specific position or endorsement.
3. **Legal or Statutory Requirements** – This includes any professional or technical certificates and licensing that may be necessary to function in the discipline- or hazard-specific position.

Endorsements for Position Task Books

To add additional tasks beyond the core ones in the existing KIMTQS PTBs, the requesting entity will create the proposed additional page(s) outlining the new discipline- or hazard-specific tasks. Each discipline- or hazard-specific task should be categorized under the existing core competencies and behaviors by listing the competency, the behavior, and the new task. These additional tasks must align with the existing core competencies and behaviors. Once the endorsement has been approved it will be added to the endorsement section of the PTB.

Implementing an Endorsement

Once an endorsement has been approved and included into the NIMS Job Title documents or a PTB, then the endorsement should be completed in conjunction with the criteria to be qualified with that specific endorsement for that ICS position. An endorsement is all of the minimum criteria in a KIMTQS Job Title, plus the additional requirements (categories and/or tasks) for any specific ICS position. The SQRC will determine if the new endorsement will be included in the existing KIMTQS PTB or be issued as a standalone supplement.

The individual, the individual's Training Officer, and the SQRC (if used) should ensure that all endorsements for an ICS position have been completed in conjunction with the criteria prior to qualification and credentialing.

All-Hazards Position Descriptions

All-Hazards Incident Commander Type 3 (ICT3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

(Incident Commanders at Hazardous Materials Incidents must be Hazardous Materials Operations level + 24 hours **OSHA 1910.120(g)(6)(v)**)

Recommended training that will support the position

- E/L-0950 All Hazards Incident Commander (or Equivalent)
- Additional Management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

Prerequisite qualification(s) required to be completed

Qualified as (at least one of the following: All Hazards Type 3 Section Chiefs):

- All Hazards Operations Section Chief Type 3 (OSC3-AH)

Or

- All Hazards Planning Section Chief Type 3 (PSC3-AH)

Or

- Qualified as All Hazards Logistics Section Chief Type 3 (LSC3-AH)

Or

- Qualified as All Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

Or

- Qualified as NWCG Incident Commander Type 3 (ICT3)

PTB Required (final evaluator must be a qualified ICT3-AH or NWCG ICT3 or NWCG ICT2 or NWCG ICT1 or USCG ICT3 or USCG ICT2 or USCG ICT1 or DOI ICA3 or DOI ICA2)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Documented assignments in these positions will maintain ICT3-AH position credentialing currency;

- All Hazards Operations Section Chief Type 3 (OSC3-AH)
- All Hazards Planning Section Chief Type 3 (PSC3-AH)
- All Hazards Logistics Section Chief Type 3 (LSC3-AH)
- All Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)
- NWCG Incident Commander Type 3 (ICT3)
- NWCG Incident Commander Type 2 (ICT2)
- NWCG Operations Section Chief Type 3 (OSC3)
- NWCG Operations Section Chief Type 2 (OSC2)
- DOI All Hazards Incident Commander Type 3 (ICA3)
- DOI All Hazards Operations Section Chief Type 2 (OSA2)
- USCG Incident Commander Type 3 (ICT3)

ICT3-AH currency will maintain position credentialing for these positions if qualified;

- All Hazards Operations Section Chief Type 3 (OSC3-AH)
- All Hazards Planning Section Chief Type 3 (PSC3-AH)
- All Hazards Logistics Section Chief Type 3 (LSC3-AH)
- All Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

Minimum Annual Physical Fitness level

- Moderate (Recognizing NWCG requires arduous level for wildland fire credentialing)

Command Staff

All-Hazards Incident Safety Officer Type 3 (SOF3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Level Training

Recommended training that will support the position

- E/L-0954 All Hazards Safety Officer (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State
- OSHA 6000 Collateral Duty Safety Officer (or Equivalent)
- OSHA 7600 Disaster Site Worker(or equivalent)
- Aviation Safety Course

PTB Required(final evaluator must be a qualified SOF3-AH or NWCG SOF2 or NWCG SOF1 or USCG SOF3 or DOI SOF3 or DOI SOF2)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed

- All Hazards Division/Group Supervisor (DIVS-AH)
- Or
- NWCG Incident Commander Type 4 (ICT4)
- Or
- DOI All Hazards Team Leader (ARTL, LEOL, SRTL, SWFL, TRTL)
- Or
- NFPA 1021 Fire Department Officer II

Documented assignments in these positions will maintain SOF3-AH position credentialing currency

- Primary duty as Safety Officer during sponsoring agency's typical responses
- NWCG Safety Officer Field (SOFR)
- NWCG Safety Officer Type 2 (SOF2)
- DOI Safety Officer Type 3 (SOF3)
- USCG Safety Officer Type 3 (SOF3)

SOF3-AH currency will maintain position credentialing for these positions if qualified

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Operations Section Chief Type 3 (OSC3-AH)

Minimum Annual Physical Fitness level

- Moderate or as required for specific discipline

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Command Staff

All Hazards Public Information Officer Type 3 (PIO3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E/L-0952 All Hazards Public Information Officer (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified PIO3-AH or NWCG PIO2, NWCG PIO1 or USCG PIO3 or DOI PIO3)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed

- None

Documented assignments in these positions will maintain PIO3-AH position credentialing currency

- NWCG Public Information Officer Field (PIOF)
- DOI Public Information Officer Type 3 (PIO3)
- USCG Public Information Officer Type 3 (PIO3)

PIO3-AH currency will maintain position credentialing for these positions if qualified

- None

Minimum Annual Physical Fitness Level

- Light

Command Staff

All-Hazards Liaison Officer (LOFR-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E/L-0954 All Hazards Liaison Officer (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified LOFR-AH or NWCG LOFR or USCG LOFR or DOI LOFR)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed

None

Documented assignments in these positions will maintain LOFR-AH position credentialing currency

- Agency Representative (AREP)
- NWCG Liaison Officer (LOFR)
- DOI Liaison Officer (LOFR)
- USCG Liaison Officer Type 3 (LNO3)

LOFR-AH currency will maintain position credentialing for these positions if qualified

- None

Minimum Annual Physical Fitness Level

- Light

Operations Section

All-Hazards Operations Section Chief Type 3 (OSC3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E /L-0958 All Hazards Operations Section Chief (or Equivalent)
- E/L-0960 All Hazards Division/Group Supervisor (or Equivalent)
- E/L-0984 All Hazards Strike Team/Task Force Leader (or Equivalent)
- Staging Area Manager Course
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required(final evaluator must be a qualified OSC3-AH or NWCG OSC3 or NWCG OSC2, NWCG OSC1 or USCG OSC3 or DOI OSA3 or DOI OSA2)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- ✓ Division Group Supervisor-All Hazards (DIVS-AH)
- ✓ Strike Team/Task Force Leader-All Hazards (STLD-AH/TFLD-AH)

Documented assignments in these positions will maintain OSC3-AH position credentialing currency

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Branch Director (OBD-AH)

- All Hazards Air Operations Branch Director (AOBD-AH)
- All Hazards Division/Group Supervisor (DIVS-AH)
- NWCG Operations Section Chief Type 3 (OSC3)
- NWCG Incident Commander Type 3 (ICT3)
- NWCG Division Group Supervisor (DIVS)
- NWCG Operations Branch Director (OBD)
- NWCG Air Operations Branch Director (AOBD)
- DOI Division/Group Supervisor (DIVA)
- DOI Division/Group Supervisor, Law Enforcement (DLEO)
- DOI Division/Group Supervisor, Search and Rescue (DSAR)
- DOI All-Hazards Rescue Group Supervisor (REGS)
- DOI Operations Section Chief Type 3 (OSA3)
- USCG Operations Section Chief Type 3 (OSC3)

OSC3-AH currency will maintain position credentialing for these positions if qualified.

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Safety Officer Type 3 (SOF3-AH)
- All Hazards Division/Group Supervisor (DIVS-AH)

Minimum Annual Physical Fitness Level

- Moderate or as required for specific discipline

Operations Section

All Hazards Staging Area Manager (STAM-AH)

Prerequisite training completed

- ✓ IS-200.a or b or ICS-200 and all prerequisite IS/ICS courses
- ✓ IS-700.a or b

Recommended Training Which Supports Development Of Knowledge And Skills

- Staging Area Manager Course (Texas A&M Forrest Service)
- NWCG Staging Area Manager (J-236)
- Status Check-in Recorder Course
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified STAM-AH or NWCG STAM

Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s). See Section XIII, Qualifying Incident, Event, and Exercise Guidelines.

Prerequisite qualification(s) completed:

- None

Documented assignments in these positions will maintain STAM-AH position credentialing currency

- All Hazards Single Resource Boss
- NWCG FFT1
- DOI STAM

STAM-AH currency will maintain position credentialing for these positions if qualified.

- All Hazards SCKN-AH

Minimum Annual Physical Fitness Level

- Light

Planning Section

All-Hazards Planning Section Chief Type 3 (PSC3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E/L-0962 All Hazards Planning Section Chief (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State
- E/L-0965 All Hazards Resource Unit Leader (or Equivalent)
- E/L-0964 All Hazards Situation Unit Leader (or Equivalent)
- All Hazards Documentation Unit Leader (or Equivalent) when developed
- All Hazards Demobilization Unit Leader (or Equivalent) when developed
- All Hazards Intelligence/Investigation Unit Leader (or Equivalent) when developed
- All Hazards Volunteer Coordination Unit Leader (or Equivalent) when developed

PTB Required (final evaluator must be a qualified PSC3-AH or NWCG PSC3 or NWCG PSC2, or NWCG PSC1 or USCG PSC3 or DOI PSC3 or DOI PSC2)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- ✓ Situation Unit Leader-All Hazards (SITL-AH)
- ✓ Resource Unit Leader-All Hazards (RESL-AH)

- ✓ Demobilization Unit Leader-All Hazards (DMOB-AH)
- ✓ Documentation unit Leader-All Hazards (DOCL-AH)

Documented assignments in these positions will maintain PSC3-AH position credentialing currency

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Resource Unit Leader (RESL-AH)
- All Hazards Situation Unit Leader (SITL-AH)
- All Hazards Demobilization Unit Leader (DMOB-AH)
- All Hazards Documentation Unit Leader (DOCL-AH)
- All Hazards Volunteer Coordination Unit Leader (VOLC-AH)
- All Hazards Intelligence/Investigation Unit Leader (IIUL-AH)
- NWCG Planning Section Chief Type 3 (PSC3)
- NWCG Resource Unit Leader (RESL)
- NWCG Situation Unit Leader (SITL)
- NWCG Demobilization Unit Leader (DMOB)
- NWCG Documentation Unit Leader (DOCL)
- DOI Planning Section Chief Type 3 (PSC3)
- USCG Planning Section Chief Type 3 (PSC3)

PSC3-AH currency will maintain position credentialing for these positions if qualified

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Resource Unit Leader (RESL-AH)
- All Hazards Situation Unit Leader (SITL-AH)
- All Hazards Demobilization Unit Leader (DMOB-AH)
- All Hazards Documentation Unit Leader (DOCL-AH)
- All Hazards Volunteer Coordination Unit Leader (VOLC-AH)
- All Hazards Intelligence/Investigation Unit Leader (IIUL-AH)

Minimum Annual Physical Fitness Level

- Light

Planning Section

All Hazards Resource Unit Leader (RESL-AH)

Prerequisite training completed

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ IS-700a or b
- ✓ IS-800
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended Training Which Supports Development Of Knowledge And Skills

- E/L-965 All Hazards Resource Unit Leader (or Equivalent)
- O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified RESL-AH or NWCG RESL)

Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s). See Section XIII, Qualifying Incident, Event, and Exercise Guidelines.

Prerequisite qualification(s) completed

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Status/Check-in Recorder (SCKN)

Documented assignments in these positions will maintain RESL-AH position credentialing currency

- All Hazards Planning Section Chief Type 3 (PSC3-AH)
- All Hazards Status/Check-In Recorder (SCKN-AH)
- NWCG Resource Unit Leader (RESL)
- NWCG Planning Section Chief Type 3 (PSC3)
- NWCG Planning Section Chief Type 2 (PSC2)
- NWCG Planning Section Chief Type 1 (PSC1)
- NWCG Status/Check-In Recorder SCKN
- DOI Resource Unit Leader (RESL)
- DOI Planning Section Chief Type 3 (PSC3)
- USCG Resource Unit Leader (RESL3)
- USCG Planning Section Chief Type 3 (PSC3)

RESL-AH currency will maintain position credentialing for these positions if qualified

- All Hazards Planning Section Chief Type 3 (PSC3-AH)

Minimum Annual Physical Fitness Level

- Light

Planning Section

All Hazards Situation Unit Leader (SITL-AH)

Prerequisite training completed

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ IS-700a or b
- ✓ IS-800
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended Training Which Supports Development Of Knowledge And Skills

- E/L-964 All Hazards Situation Unit Leader (or Equivalent)
- NWCG: Display Processor (S-245)
- O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L-381) (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified SITL-AH or NWCG SITL)

Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s). See Section XIII, Qualifying Incident, Event, and Exercise Guidelines.

Prerequisite qualification(s) completed

- None

Documented assignments in these positions will maintain SITL-AH position credentialing currency

- All Hazards Planning Section Chief Type 3 (PSC3-AH)
- NWCG Situation Unit Leader (SITL)
- NWCG Planning Section Chief Type 3 (PSC3)
- NWCG Planning Section Chief Type 2 (PSC2)
- NWCG Planning Section Chief Type 1 (PSC1)
- NWCG Field Observer (FOBS)
- NWCG Display Processor (DPRO)
- DOI All-Hazards Situation Unit Leader (SIAL)
- DOI Planning Section Chief Type 3 (PSC3)
- DOI All-Hazards Planning Section Chief Type 2 (PSA2)
- USCG Situation Unit Leader (SITL3)
- USCG Planning Section Chief Type 3 (PSC3)

SITL-AH currency will maintain position credentialing for these positions if qualified

- All Hazards Planning Section Chief Type 3 (PSC3-AH)

Minimum Annual Physical Fitness Level

- Light

Logistics Section

All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E/L-0967 All Hazards Logistics Section Chief (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements for training, as required by the State
- E/L-0970 Supply Unit Leader (or equivalent)
- E/L-0971 Facilities Unit Leader (or equivalent)
- E/L-0970 All Hazards Supply Unit Leader (or Equivalent)
- E/L-0971 All Hazards Facilities Unit Leader (or Equivalent)
- E/L-0969 All Hazards Communications Unit Leader (or Equivalent)
- All Hazards Ground Support Unit Leader (or Equivalent) when developed
- All Hazards Food Unit Leader (or Equivalent) when developed
- All Hazards Medical Unit Leader (or Equivalent) when developed

PTB Required (final evaluator must be a qualified LSC3-AH or NWCG LSC3 or NWCG LSC2, NWCG LSC1 or USCG LSC3 or DOI LSC3 or DOI LSC2)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- ✓ All Hazards Supply Unit Leader (SUPL-AH)
- ✓ All Hazards Facilities Unit Leader (FACL-AH)
- ✓ All Hazards Medical Unit Leader (MEDL-AH)

- ✓ All Hazards Communications Unit Leader (COML-AH)
- ✓ All Hazards Food Unit Leader (FDUL-AH)
- ✓ All Hazards Ground Support Unit Leader (GSUL-AH)

Documented assignments in these positions will maintain LSC3-AH position credentialing currency

- All Hazards Incident Commander Type 3 (LSC3-AH)
- All Hazards Supply Unit Leader (SUPL-AH)
- All Hazards Facilities Unit Leader (FACL-AH)
- All Hazards Logistics Support Branch Director (SUBD-AH)
- All Hazards Logistics Service Branch Director (SVBD-AH)
- NWCG Logistics Section Chief Type 3 (LSC3)
- DOI Logistics Section Chief Type 3 (LSC3)
- USCG Logistics Section Chief Type 3 (LSC3)

LSC3-AH currency will maintain position credentialing for these positions if qualified

- All Hazards Incident Commander Type 3 (LSC3-AH)
- All Hazards Communications Unit Leader (COML-AH)
- All Hazards Medical Unit Leader (MEDL-AH)
- All Hazards Food Unit Leader (FDUL-AH)
- All Hazards Logistics Service Branch Director (SVBD-AH)
- All Hazards Supply Unit Leader (SUPL-AH)
- All Hazards Facilities Unit Leader (FACL-AH)
- All Hazards Ground Support Unit Leader (GSUL-AH)
- All Hazards Logistics Support Branch Director (SUBD-AH)

Minimum Annual Physical Fitness Level

- Light

Logistics Section

All-Hazards Communications Unit Leader (COML-AH)

Prerequisite training completed

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ IS-700a or b
- ✓ IS-800
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E/L-969 All Hazards Communications Unit Leader (or Equivalent)
- O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) (or Equivalent)

PTB Required (final evaluator must be a qualified COML-AH or NWCG COML)

Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s). See Section XIII, Qualifying Incident, Event, and Exercise Guidelines.

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- All Hazards Incident Communications Technician (COMT-AH)
- All Hazards Incident Communications Center Manager (INCM-AH)

Documented assignments in these positions will maintain COML-AH position credentialing currency

- All Hazards Incident Communications Technician (COMT-AH)
- All Hazards Incident Communications Center Manager (INCM-AH)
- All Hazards Service Branch Director (SVBD-AH)
- NWCG Communications Unit Leader (COML)
- NWCG Incident Communications Technician (COMT)
- NWCG Communications Center Manager (INCM)

COML-AH currency will maintain position credentialing for these positions if qualified

- All Hazards Incident Communications Technician (COMT-AH)
- All Hazards Incident Communications Center Manager (INCM-AH)
- All Hazards Radio Operator (RADO-AH)
- All Hazards Service Branch Director (SVBD-AH)

Minimum Annual Physical Fitness Level

- Light

Finance/Administration Section

All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ IS-700
- ✓ IS-800
- ✓ O-305 All Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- ✓ E/L-947 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

Recommended training that will support the position

- E/L-0973 All Hazards Finance/Administration Section Chief (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements for training, as required by the State
- E/L-0975 All Hazards Finance/Administration Section Unit Leader (or Equivalent)

PTB Required(final evaluator must be a qualified FSC3-AH or NWCG FSC3 or NWCG FSC2, NWCG FSC1 or USCG FSC3 or DOI FSC3 or DOI FSC2)

[Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section XIII, Qualifying Incident, Event, and Exercise Guidelines.]

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- ✓ Time Unit Leader-All Hazards (TIME-AH)
- ✓ Procurement Unit Leader-All Hazards (PROC-AH)
- ✓ Cost Unit Leader-All Hazards (COST-AH)
- ✓ Compensation/Claims Unit Leader-All Hazards (COMP-AH)

Documented assignments in these positions will maintain FSC3-AH position credentialing currency

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Time Unit Leader (TIME-AH)
- All Hazards Cost Unit Leader (COST-AH)
- All Hazards Procurement Unit Leader (PROC-AH)
- All Hazards Compensation/Claims Unit Leader (COMP-AH)
- NWCG Time Unit Leader (TIME)
- NWCG Cost Unit Leader (COST)
- NWCG Procurement Unit Leader (PROC)
- NWCG Compensation/Claims Unit Leader (COMP)
- NWCG Finance/Administration Section Chief Type 3 (FSC3)
- DOI Finance/Administration Section Chief Type 3 (FSC3)
- USCG Finance/Administration Section Chief Type 3 (FSC3)

FSC3-AH currency will maintain position credentialing for these positions if qualified:

- All Hazards Incident Commander Type 3 (ICT3-AH)
- All Hazards Time Unit Leader (TIME-AH)
- All Hazards Cost Unit Leader (COST-AH)
- All Hazards Procurement Unit Leader (PROC-AH)
- All Hazards Compensation/Claims Unit Leader (COMP-AH)

Minimum Annual Physical Fitness Level

- Light

Appendix A – Incident Complexity Analysis Chart

This chart is a guide and should NOT to be used as absolute.

Name of Incident: Kind of Incident:		Date: Completed by:			
YES = A likely factor - NO = Not likely a factor					
1. Jurisdictional boundaries (Check One)		YES	NO		
Incident is within a single local political jurisdiction					
Incident is within two adjoining local political jurisdictions					
Incident is within more than two adjoining local political jurisdictions					
Incidents encompass more than two non-adjoining local political jurisdictions (Incident Complex)					
Incident is within local government and state/tribal jurisdictions					
Incident is within local government and federal jurisdictions					
Incident is within only a state/tribal jurisdiction					
Incident is within only a federal jurisdiction					
2. Threat to life (persons who requires responder assistance) (Check One)					
Less than 10 persons					
Less than 100 persons					
Greater than 100 persons					
3. Threat to property (Check One)					
Incident is not getting larger					
Incident is getting larger but is not extending beyond existing perimeter					
Incident cannot be contained within the existing perimeter					
4. Area (location) involved (does not include property value) (Check One)					
Less than one acre/square block (not likely to extend beyond)					
Less than one acre/square block) (likely to extend beyond)					
Less than ten acres (not likely to extend beyond)					
Less than ten acres (likely to extend beyond)					
Less than 360 acres/square mile (not likely to extend beyond)					
Greater than 360 acres					
Greater than 1000 acres					
5. Population Impact (Check One)					
N/A					
Less than 100					
Less than 500					
Greater than 500					
6. Number of homes and business evacuated or may be needed to be evacuated (Check One)					
N/A					
Less than 25					
Less than 100					
Greater than 100					

7. Values at risk (Check One)	YES	NO
Additional losses should be less than \$100,000		
Additional losses should be less than \$1,000,000		
Additional losses should be less than \$10,000,000		
Additional losses should be less than \$100,000,000		
Additional losses will exceed \$100,000,000		
8. Threat to environment (Check One)		
Environmental issues will only be during the incident		
Environmental issues will be mitigated within one year of the incident		
Environmental issues will last more than a year of the incident		
9. Weather (Check One)		
Forecast indicating no impact on incident operations		
Forecast indicates no significant relief		
Forecast indicates worsening conditions		
10. Organizational complexity (Check All Applicable)		
The Incident will go beyond the initial operational period		
Written Incident Action Plan is needed for each operational period		
Less than 25 incident personnel		
Less than 100 incident personnel (Type 3)		
Less than 250 incident personnel		
Less than 500 incident personnel (Type 2)		
More than 500 incident personnel (Type 1)		
Three or more Division or Groups will be needed		
Branches will be needed		
Substantial Air Operations will be needed		
Night operations will be needed		
Special support/operations personnel will be needed (Health, Electrical Restoration, Public Works, Hazmat, other)		
11. Media/Social Impact Significant Media Impacts, Social networks (Check All Applicable)		
Local Media is or will be at the Incident		
Regional Media is or will be at the Incident		
National Media is or will be at the Incident		
Social Media Networks will need to be monitor and replied to		
JIC will be established		
Regular Public Meetings will be needed		

12. Resource Ordering(Check All Applicable)	YES	NO
Number and kind of local resources available will not be sufficient		
Resources from assisting, cooperating or mutual aid agencies are needed		
Resources from outside the area are needed		
There are state resources at the incident or will be needed		
There are federal resources at the incident or will be needed		
There are numerous spontaneous volunteers		
There has been or expected a large amount of donated supplies		
There is or will be a need for private/contracted resources		
There is a single point to order resources		
There are multiple points to order resources		
There is an activated local EOC		
There is a local MAC/Coordination Center		
There is a State MAC/Coordination Center		
There is a Regional MAC/Coordination Center		
There is a National MAC/Coordination Center		
Local resources will need to be available to deal with other emergencies that are not related to this incident		
13. Political/Economic Impact (Check All Applicable)		
The kind of incident		
The location of the incident		
Cost of incident resolution will be significant		
High Potential for Incident Growth and/or Escalation of the Event		
Critical Infrastructure Damaged and/or Compromised (Electricity, Water, Sewer etc)		
Transportation Ingress/Egress compromised effecting Travel Routes		
Hazardous Materials Present in Large Quantities		
High Volume of Debris Present		
Local Municipality, City, or County Disaster Declaration has been made or is needed		
Governor's Emergency or Disaster Declaration has been made or is needed		
Governor 's and Presidential Stafford Act Disaster Declaration has been made or is needed		
There are preexisting controversies with the public that will be a factor in the management of the incident		
There are preexisting relationships with response resources that will be a factor in the management of the incident		
14. List Other issues		

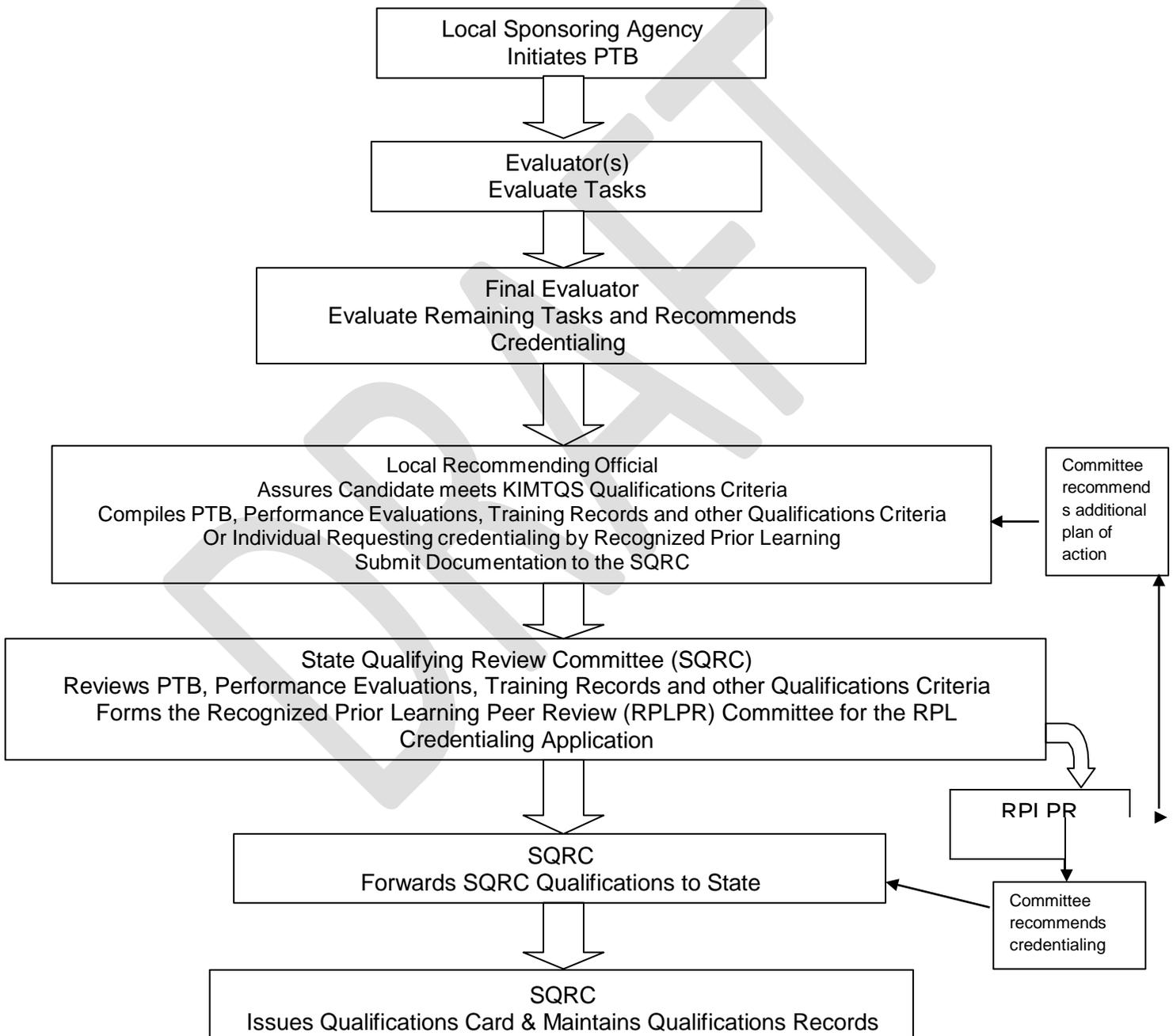
- Greater than 8 yes answers would probably indicate a need for a Type 3 team, (subtract shaded boxes)
 - Greater than 15 yes answers would probably indicate a need for a Type 2 team
- More than 20 yes answers would probably indicate a need for a Type 1 team

Appendix B – KIMTQS Flow and Roles

KIMTQS Flow

Pre-requisite Experience Completed (as required in the Incident Command Position Description)

Pre-requisite Qualifications Completed



Qualifications are maintained

Appendix C – Administration of the Kentucky Incident Management Team Qualification System (KIMTQS)

Future topics

Topics to be developed in future iterations of this *Guide* or as additional components to the Interstate Incident Management Team Qualification System (IIMTQS)

- Qualification criteria and Position Task Books (PTBs) for Type 2, and 1 all-hazards incident management team command and general staff positions.
- Qualification criteria and Position Task Books (PTBs) for Unit Leader positions.
- Endorsement requirements for the Operations and Safety functions.
- Position-specific incident complexity analyses
- Committee for on-going maintenance of the IIMTQS

Committee

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